

24 January 2001

Operations

WING PLANS PROCEDURES



NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: HQ AFRC/LGX (CMS Susan Y. Smith) Certified by: HQ /LG (Brig Gen Randolph Ryder)
Supersedes AFRESI 10-101, 4 December 1996 Pages: 62
Distribution: F

This instruction implements AFRCPD 10-1, Functions and Responsibilities of Wing Plans, and takes precedence over any other AFRC instruction and/or gaining major command (GMAJCOM) publication in the event of a conflict. Address any conflicts directly to HQ AFRC/LGX with an information copy to your assigned Numbered Air Force (NAF)/XP. The wing plans office (XP) is part of the objective wing and reports directly to the wing commander. This instruction applies to all AFRC wings and units regardless of GMAJCOM.

SUMMARY OF REVISIONS

This revision updates various areas to comply with new Air Force guidance, updates chapters on base support planning, deployment planning, volunteerism, support agreements, and implements changes developed at AFRC Plans Conference. Additionally, it adds a new chapter on AEF and XP responsibilities associated with AEF.

Chapter 1—FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES	5
1.1. HQ AFRC.	5
1.2. Numbered Air Forces (NAF).	6
1.3. Wing Commanders.	6
1.4. Wing Plans Office (XP).	6
1.5. Relationship to GMAJCOMs	7
1.6. Communications Channels.	7
Chapter 2—PLANNING	8
2.1. One-Stop Plans Shop.	8
2.2. Operational Plans (OPLANS).	9
2.3. Concept Plans (CONPLANS).	9

2.4. Mobilization Planning and Recall Procedures.	9
2.5. Basic Unit Supplements.	10
2.6. Continuity of Operations Plans (COOP).	10
2.7. Civil Disturbance Plans.	10
2.8. USAF Special Operations Plans.	10
2.9. Exercise Plans/Exercise Orders.	10
2.10. Deployment Planning.	11
2.11. Base Support Planning.	11
2.12. Programming Plans (PPlans).	11
2.13. Survival, Recovery, and Reconstitution Plans (SRR).	11
2.14. Single Integrated Operational Plan (SIOP) Planning.	12
2.15. Volunteers.	12

Chapter 3—PROGRAMMING **13**

3.1. XP is Focal Point	13
3.2. PPlans.	13
3.3. SATAF.	13
3.4. The Big Picture.	13

Chapter 4—AGREEMENTS **14**

4.1. Guidance:	14
4.2. Functional Area Responsibilities and Authorities:	14
4.3. Agreements Processing:	17
4.4. Memorandum of Agreement (MOA)/Memorandum of Understanding	18
4.5. Specific Provisions.	18
4.6. Contracts:	19
4.7. Reimbursements.	19
4.8. Impasses (Disputes).	20
4.9. Support Agreement Management System (SAMS).	20

Chapter 5—TRAINING **22**

5.1. General.	22
5.2. Courses.	22
5.3. Requesting Quotas:	24

AFRCI10-101 24 January 2001	3
5.4. Functional Training for Logistics Planners.	25
5.5. Plans Officer Trainee Program.	25
5.6. Deployment Training Program.	25
5.7. Deployment/Redeployment Work Center Augmentee Training.	26
Chapter 6—DEPLOYMENT	27
6.1. Applicable Instructions.	27
6.2. The Installation Deployment Plan.	27
6.3. Establishing a Deployment Organization.	29
6.4. Integrated Deployment System (IDS).	30
6.5. Exercises/Deployment Planning.	31
6.6. Exercise/Deployment Evaluations.	33
Chapter 7—BASE SUPPORT PLANNING	34
7.1. Base Support Planning.	34
7.2. Base Support Planning Documents:	34
7.3. HQ AFRC Responsibilities:	34
7.4. AFRC Base Responsibilities.	34
7.5. Base Support Plan (BSP) Development:	35
7.6. Base Support Planning Content Guidance:	35
Chapter 8—PLAN EXECUTION	36
8.1. Plan Execution.	36
8.2. Procedural Guidance.	40
8.3. Key Reminders.	40
Chapter 9—READINESS	41
9.1. Unit Type Code (UTC) Management:	41
9.2. Contingency Operations Mobility Planning and Execution System (COMPES).	41
9.3. Mobility Bag and Weapon Management.	42
9.4. Combat and Support Forces.	44
9.5. Status of Resources and Training System (SORTS).	45
9.6. Feasibility/Capability Analysis.	45
9.7. Funding.	46

Chapter 10—AEROSPACE EXPEDITIONARY FORCE (AEF)	47
10.1. General.	47
10.2. Responsibilities.	47
10.3. Feedback.	49
Chapter 11—WAR RESERVE MATERIEL (WRM)	50
11.1. General.	50
11.2. Responsibilities:	50
11.3. WRM Review Board.	50
11.4. WRM Managers and Surveillance Visits.	51
11.5. Supply Reports.	51
11.6. ANG as Tenant.	51
11.7. Financial and Budget Submission Guidance:	52
11.8. Pallet and Nets Guidance.	52
11.9. Vehicles.	53
11.10. Munitions:	53
11.11. Rations:	54
11.12. War Consumables Distribution Objective (WCDO).	54
Chapter 12—ASSISTANCE VISITS	55
12.1. NAFs.	55
12.2. XP Offices.	55
12.3. Augmentees.	55
12.4. Plans Self-Inspection Program.	55
Chapter 13—MISCELLANEOUS	57
13.1. Awards	57
13.2. Unit Manning Documents (UMD)	58
13.3. Position Descriptions (PD)	58
13.4. Conferences, Workshops, Working Groups	58
13.5. Roles and Missions.	58
Attachment 1—463L SYSTEM PALLET AND NET CONTROL REPORT, RCS: MTC-DR(Q) 8701	59
Attachment 2—(UNIT NAME)	61

Chapter 1

FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES

1.1. HQ AFRC. There is no direct functional counterpart for the wing plans office at HQ AFRC, however the following offices are accountable to the wing plans office for areas identified:

1.1.1. The Logistics Plans Division (LGX) is accountable for all logistics plans areas that affect XP. LGX serves as joint office of primary responsibility (OPR) for XP. LGX is OPR for deployment management, Integrated Deployment System (IDS), Logistics Module (LOGMOD), LOGMOD-Stand Alone (LSA), Crisis Action Planning, support agreements, Support Agreement Management System (SAMS), war reserve materiel (WRM), pilot/non-pilot unit responsibilities, installation deployment officer (IDO), deployment training, Agile Combat Support (ACS), Expeditionary Air Force/Air Expeditionary Forces (EAF/AEF), mobility bag/weapons/ammunition requirements, combat integration of logistics command and control, monitoring of deployed assets, base support planning, Air Force and AFRC plans awards, XP position management/position descriptions/manning issues, and sustainment. LGX is office of collateral responsibility (OCR) for war plans, base plans listing, deliberate planning, load planning, programming plans (PPlans), unit supportability/feasibility estimates, situation reports (SITREP), adjusting groups, plans training, plans coordinator, reviewing levy transactions, higher headquarters tasking, designed operational capabilities (DOC)/equipment requirements coordination, unit type code (UTC) management, mobilization planning, real world contingencies, base closures, and conversions.

1.1.2. The Plans Division (XPX) has joint OPR for the unit XP. XPXX is OPR for plans management, mobilization planning, plans review, war plans development, base plans listing, deliberate planning, SITREPs, war plans, plans training, plans coordinator, plan summaries, higher headquarters tasking, UTC management, and for the development and maintenance of the AFRC UTCs to the Air Force-Wide UTC Availability/Tasking Summary (AFWUS) and the Future AFRC Tasking (FAT) data base. XPXX is OPR for all DOC Statements. XPXX is also OPR for the Ops Plans Continuity book, which intends to orient new ops planners to their responsibilities. XPXX is the author of AFRCI 10-401, AFRC Deliberate Planning that identifies responsibilities and procedures for management and tasking of Unit Type Codes (UTCs) within the AFR. The OPS Plans Continuity book, and the AFRC slice of the AFWUS are on the AFRC/XPXX Home Page. XPXX is OCR for real world contingencies, pilot/non-pilot unit responsibilities, reviewing levy transactions, establishing mobility bag/weapons/ammunition requirements, base support plan coordinator, USAF WAA, and GMAJCOM TPFDDs.

1.1.3. The Operations Plans Branch (DOOX) is accountable for all exercise and contingency planning areas that affect the unit XP. Along with LGX and XPX, DOOX is joint OPR for the unit XP. DOOX is OPR for real world contingencies/operations, aviation unit participation in Air Expeditionary Force commitments, (Operation Northern Watch (ONW) and exercise management (Joint Chiefs of Staff (JCS) exercises, flag exercises, Air Warrior, Patriot exercises, etc.). DOOX manages the Coronet Oak C-130 mission in Puerto Rico. DOOX is command OPR for AFRCI 10-204, Air Force Reserve Exercise and Deployment Program, that includes the deployment review group and board. Additional DOOX areas include: Joint Exercise Management Program (JEMP), which is the software program that tracks major exercise activities including sponsoring CINC participants and the scenario for the exercise; the Joint Universal Lessons Learned (JULLS), which monitors lessons learned (both positive and negative) from major contingencies and exercises; the Air Force Remedial Action Project

(AFRAP), which is a board comprised of the Air Staff and MAJCOM representatives that evaluates JULLS and monitors resolution of negative lessons learned; and exercise support plan site surveys. DOOX is OCR for mobilization planning, plans training, plans coordinator, higher headquarters tasking, emergency war order (EWO) and alert issues, and airlift allocation for deployments.

1.1.4. The wing plans office duties and responsibilities cross many functional lines at HQ AFRC. The following additional offices define further roles:

1.1.4.1. The Personnel Plans Division (DPX) is OPR for assistance with PDS transaction, personnel mobilization, higher headquarters personnel taskings, repository for reporting instructions, personnel accountability, MANPER-B assistance, and PERSCO. DPX is OCR for real-world contingencies and JULLS issues.

1.1.4.2. Readiness (DOCR) is the OPR for command post operation, mission execution and reporting (DOCC), Status of Resources and Training System (SORTS) reporting, command and control (C2) systems, airlift control flights, and combat operation squadrons (DOCR).

1.1.4.3. The Current Operations Division (DOO) is OPR for mission identifiers, airlift/tanker management (DOOM), and operations plans, AEF aviation unit sourcing, JEMP, Crisis Action coordination (DOOX).

1.1.4.4. The Operations Training Division (DOT) is OPR for training aircrews in Single Integrated Operation Plan (SIOP), combat mission folders, and alert force.

1.2. Numbered Air Forces (NAF). 4th AF, 10th AF, and 22nd AF act as the intermediate headquarters for the wing XP. The NAF/XP is OPR. Unit specific issues are NAF responsibility. For example: deployment system issues (LOGMOD, LOGMOD-SA, IDS, etc.), deployment process issues (deployment planning, training requirements, guidance, etc.), ORI trend analysis of typical findings or hot IG topics, etc. The NAFs perform readiness assessment visits (RAV), deployment assistance visits (DAV), staff assistance visits (SAV), and functional assistance visits (FAV). NAFs are filters for units. The NAFs communicate higher headquarters policy to the wings and act as advocate for wing concerns. NAFs collect and compile data for AFRC, GMAJCOMs for their assigned units; analyze and submit to the appropriate agency.

1.3. Wing Commanders. AFRC wing commanders are responsible for the operation of XP and designate the Chief, Wing Plans (XP). The goal for XP is to collocate the wing logistics planners and wing operations planners to ensure XP consists of an integrated office.

1.4. Wing Plans Office (XP). As stated in AFRCPD 10-1 the mission of the XP office is:

1.4.1. Develops, coordinates, directs, controls, and/or monitors all peacetime/wartime planning and execution for the commander.

1.4.2. Is the focal point on all readiness/combat integration requirements to meet training, mobilization, deployment, sustainment, employment, redeployment, and other higher headquarters taskings.

1.4.3. Identifies related resource requirements and is the coordinating function between the unit and other agencies for planning matters that relate to deployments.

1.4.4. Administers agreements necessary to meet supplier or receiver mission requirements.

1.5. Relationship to GMAJCOMs . AFRC is the filter for higher HQ issues (that is, Air Staff, GMAJCOMs, and other DOD agencies). Units will only communicate directly with GMAJCOMs on pilot unit issues or when authorized by HQ AFRC. Correspondence from GMAJCOMs will be treated as information only unless it clearly indicates prior coordination with HQ AFRC (for example, a remark that says, "This is a coordinated AFRC/LGX/LGS message."). After coordination with HQ AFRC and the appropriate NAF, AMC-gained units may communicate directly with the HQ Air Mobility Command Tanker Airlift Control Center (TACC) on specific operational taskings. ACC gained units may coordinate with like organizations on specific operational taskings after coordination with HQ AFRC and the appropriate NAF. This does not mean units should ignore the NAFs or other appropriate levels of command. The unit is obliged to keep them apprised of the direct communication with the gaining commands.

1.6. Communications Channels. Unless otherwise specified, the normal communication channels are as follows: Wings communicate with their respective NAF. NAFs communicate with HQ AFRC and their respective active duty NAFs. HQ AFRC communicates with GMAJCOMs and HQ USAF.

Chapter 2

PLANNING

2.1. One-Stop Plans Shop. The "one stop plans shop" for the wing is XP. The XP office writes/coordinates/monitors all plans for which the XP shop or another wing functional area is OPR. The wing/unit XP advises the wing/unit commander and staff on all aspects of planning. Some of the typical planning duties accomplished on a regular basis include:

- 2.1.1. Developing operational plans for the flying unit and its subordinate units. Included are basic unit supplements (in support of gaining MAJCOM and USAF plans) and other plans, as necessary. If needed, assist collocated AFRC units in preparing required plans.
- 2.1.2. Analyzing USAF, gaining MAJCOM, and AFRC directives and basic plans. Developing unit plans, supplements, or implementing instructions for the successful accomplishment of tasked requirements.
- 2.1.3. Periodically reviewing and updating unit plans to validate planned capability to perform war-time mission. To accomplish this, the planner must have a comprehensive knowledge of the unit's mission, method of operation, projected conversions, authorized manpower, and materiel.
- 2.1.4. Initiating or changing existing plans or directives to conform to policy decisions made by the unit commander, AFRC, or gaining MAJCOM.
- 2.1.5. Assigning responsibility and establishing suspense dates for development of unit annexes, chapters, charts, inputs, etc., by other agencies upon receipt of a new plan or supplement.
- 2.1.6. Preparing emergency plans for hurricane evacuation, natural disasters, riots, sabotage, and base defense when directed. Periodically review plans for accuracy and currency.
- 2.1.7. Coordinating with unit special staffs such as intelligence, communications, flying training, and base/unit operations in the preparation of Operations Orders (OPORDs).
- 2.1.8. Attending meetings and conferences at both unit and higher command level to keep informed of changes affecting Air Force Reserve activities. Providing input to policies and problems that have impact on unit planning concepts.
- 2.1.9. Monitoring unit involvement in joint exercises. Planners must be knowledgeable of policies on annual tours, deployments, and exercises, and be the OPR for exercise planning.
- 2.1.10. Developing and briefing the wing/unit commander and staff regarding unit capabilities, roles, and missions as prescribed in SORTS and as contained in DOC statements, UTC Mission Capability statements, and Functional Manager letters.
- 2.1.11. Developing and presenting periodic briefings to the unit commander and designated staff on plans (OPans, CONPLANS, PPlans) under which the unit is tasked and on any programming actions affecting the unit. Plans briefings should be conducted upon receipt of new plans or at least annually.
- 2.1.12. If appointed by the unit commander, managing the unit/subordinate units' operations security (OPSEC) programs. Normally the Operations Planner accomplishes this duty.

2.1.13. Reviewing and evaluating inspector general reports and NAF assistance visit reports to determine if deficiencies are due to ineffective plans or lack of unit/personnel capability/training. Initiating corrective actions or proposed recommendations as appropriate.

2.1.14. Supervising training in the plans function for all personnel assigned. OPR for training personnel assigned additional duty as unit deployment managers in subordinate units.

2.1.15. Serving on or advising the Battle Staff/Crisis Action Team (CAT). Briefing and interpreting plans which may be considered for implementation during a crisis situation.

2.1.16. Updating collocated groups/squadrons/flights on new plans and changes that affect their deployment program, regardless of gaining command.

2.1.17. Coordinating closely with the collocated Reserve unit plans officers/NCOs to be sure plans taskings are feasible and understood.

2.2. Operational Plans (OPLANS). Identifies the forces and supplies required to execute the CINC's Strategic Concept and a movement schedule of these resources to the theater of operations. Oplans will include all phases of the tasked operation. The AFWUS represents all Reserve unit deployable capabilities that have been offered up to HQ USAF and war fighting theater CINC's for sourcing in theater contingency plans. It is the single source to which units can refer for training and equipping personnel. The AFWUS does not require any other source tasking documentation. The AFWUS should mirror any other unit tasking or capabilities as reflected in OPlans, PPlans, DOC Statements, functional manager letters, etc. (See chapter 9 for more details on the AFWUS). Resolution of AFWUS UTC errors should be coordinated through XPXX. Upon receipt of an OPlan tasking, analyze the personnel and equipment requirements and conduct a feasibility/capability or supportability estimate. This requirement exists based on guidance in the OPlan itself, AFMAN 10-401, Volume 1, Operation Plan and Concept Plan Development, para 2.14, AFRESI 10-401, para 10, and GMAJCOM applicable guidance and AFRCI 10-101, para 9.6.

2.2.1. Develop unit operational plans and support plans, as required, to higher headquarters/GMAJCOM taskings according to AFD 10-4, Operations Planning, AFMAN 10-401, and GMAJCOM/AFRC supplements to them (see paragraph 2.5). HQ AFRC/XPXX is the OPR for all deliberate planning, to include sourcing AFRC capabilities, providing beddown information when OPlan time-phased force deployment data (TPFDD) are finalized, and continuously updating AFRC taskings. Status of plans, applicability of particular plans, and questions on sourcing, taskings, and feasibility of taskings should be addressed to XPXX.

2.3. Concept Plans (CONPLANS). Concept Plans are OPlans in an abbreviated format requiring further expansion before implementation. The plans show in broad outline form how to accomplish the assigned mission. Ordinarily, CONPLANS do not contain annexes or TPFDDs (AFMAN 10-401, paragraph 8.2.3.6).

2.4. Mobilization Planning and Recall Procedures. All AFRC wings are responsible for writing a unit mobilization plan, regardless of who the host or GMAJCOM is, to outline wing responsibilities and corresponding OPRs in the event of mobilization. The governing directives are AFI 10-402, Mobilization Planning, and AFH 10-416, Personnel Readiness and Mobilization. AFRC XPXX is the OPR for mobilization planning, with DPX as OCR. They work closely with AFRC/DPXX, LGX, and functional managers in working issues of command policy. The wing XP is responsible for writing the mobilization plan, using and coordinating inputs from any agency within or outside the wing that has responsibilities out-

lined in the plan. Recall procedures provide for the notification and assembly of assigned unit personnel during periods of increased readiness or mobilization. AFRCI 10-404, Air Force Reserve Command (AFRC) Unit Notification and Assembly Procedures, gives the wing commander the leeway to designate the OPR for managing and monitoring the recall program, to include communications-out procedures, because of the varied organizational structures between AFRC units. Generally, each unit commander within the wing has the option to design the most effective recall procedures for his or her particular unit. The wing mobilization plan should outline the OPR and overall procedures the wing has established for recall. AFRC units have the option of incorporating recall procedures as an annex to the local mobilization plan.

2.5. Basic Unit Supplements. Units are required to write contingency-related directives under which they are tasked. The document should identify the common tasks, functional responsibilities, and OPRs that the wing has in support of the directives. HQ AMC currently provides the unit the latitude to develop whatever format they want for this publication. They also state the unit should document any unique requirements listed in a particular plan. (See AMC OMNIBUS Plan, para 3b(4)(d)) HQ ACC directs their units to develop a basic unit supplement (BUS) to their OMNIBUS Plan, and COOP/SRR-ACC, when received. The format for the BUS will follow the formats of the OMNIBUS and COOP/SRR-ACC plans. (See HQ ACC INDEX & STATUS OF PLANS).

2.6. Continuity of Operations Plans (COOP). COOPs provide for the continuation of essential headquarters functions and operations under conditions of imminent attack/post attack or natural disaster. Plans officers may be involved in preparing a checklist or outlining emergency action procedures to be conducted by units, particularly if their unit is selected as a potential alternate headquarters. Commands may combine COOPs with Survival, Recovery, and Reconstitution (SRR) plans. Planning factors will include post event period actions focusing on survival, military operations, and performance of essential functions. See: AFMAN 10-401, Operation Plan and Concept Plan Development and Implementation. Consider the availability of essential command, control, and communication systems when preparing COOP.

2.7. Civil Disturbance Plans. Civil disturbance plans outline military action required to cope with civil disturbances of such violence and seriousness as to cause civil authorities to request military assistance in the restoration of law and order. Directives establish policy and responsibilities for providing Military Support to Civil Authorities (MSCA) for Presidential declared or undeclared major disasters and civil emergencies along with military support to law enforcement agencies (LEA).

2.8. USAF Special Operations Plans. USAF special operations plans provide guidance and outline actions required in the conduct of Air Force special operations. Air Force special operations include: counterinsurgency, special reconnaissance, foreign internal defense, counter terrorism, unconventional warfare, and related operations, which are considered adjuncts to or in support of various other operations. Command and control of AFSOC forces is explained in annex J and K of theater operations plans (OPLAN).

2.9. Exercise Plans/Exercise Orders. Exercise plans/exercise orders provide guidance in support of planned exercises. XP may have to write/coordinate unit exercise plans/supplements to these plans/orders to ensure all logistical, operational, and support requirements are identified and OPRs are established for specific actions. The HQ AFRC OPR for exercises is DOOX.

2.10. Deployment Planning. Accomplish deployment planning according to AFI 10-403, Deployment Planning and this publication, Chapter 6. Each Air Force Installation requires a base deployment plan. It addresses the deployment work centers, deployment training requirements, unit deployment policies, and business practices, along with procedures for processing personnel and equipment for deployment/redeployment. On an AFRC base, the XP writes the plan and identifies any equipment shortfalls that can not be satisfied by unit assets. Personnel shortfalls must be submitted in accordance with AFI 10-215. On bases other than an AFRC base, the XP reviews and makes inputs to the host installation deployment plan. The exceptions usually occur when a Reserve wing is on an Air National Guard (ANG) base and has to write or publish its own deployment plan. Specific deployment plans, sometimes called operations orders (OPORD), may be written for unit deployments. When in doubt, consult with the NAF XP and/or HQ AFRC/DOOX. For peacetime support of contingency operations, HQ AFRC/DOOX determines when and if a deployment plan needs to be written. When required, HQ AFRC/LGX ensures HQ AFRC/LG staff input is made to the appropriate annexes and that HQ AFRC/LG coordinates on the final version of the plan.

2.11. Base Support Planning. Develop Base Support Plans (BSP) according to AFI 10-404, Base Support Planning, and this instruction (see chapter 7).

2.12. Programming Plans (PPlans). A PPlan, like a Program Action Directive (PAD), describes AF initiatives that help accomplish a major action, but in greater detail. This coordinated document which is directive in nature, consisting of a basic plan and supporting functional annexes, which defines the actions required and outlines the responsibilities for achieving a specific program directive. A PPlan is usually more specific and focuses more on tasks or milestones. Develop, monitor, and report on PPlans according to AFD 10-5, Basing, AFI 10-501, Program Action Directives (PAD) and Programming Plans (PPlans), AFRCI 10-5-1, Development of Programming Plans and Programming Messages, and this instruction (see chapter 3).

2.13. Survival, Recovery, and Reconstitution Plans (SRR). Survival, recovery, and reconstitution plans provide guidance for improved survival probability for our forces, enhanced recovery, and reconstitution operations following an enemy attack. Special consideration should be given to identifying vulnerabilities resulting from our reliance on other Services, government or civil infrastructures (e.g. electricity, power natural gas, water and emergency services). The risk of their loss, damage or destruction to the Air Force mission should be considered when establishing policy and procedures to protect these assets. All unit-equipped flying units fall under some type of aircraft dispersal plan provided by the GMAJCOM and/or HQ AFRC. The Critical Asset Assurance Program (CAAP), established by DoD Directive 5160.54 improves mission readiness by accounting for dependencies on assets and infrastructure in the deliberate and crisis action planning process. Unit XP offices write a local supporting plan to that SRR plan if on an AFRC base, or provide input to host base supporting plans if a tenant. Supporting plans include specific procedures and movement schedule for transporting personnel and cargo, to include detailed load chalks, to the dispersal site. It is important to carefully review all plans to ensure the right personnel and equipment are deployed in the correct sequence to meet the needs at the reconstitution site. In other words, don't just consider the basic aviation package. You need to consider there is a good likelihood the SRR would not be implemented on a Unit Training Assembly (UTA) weekend! Therefore, you must consider the resources you would have available during day-to-day operations and what is available at the dispersal site. Functional requirements such as aircraft maintenance, ground and air transporters, personnel, medics, security forces, civil engineering, lodging, dining, firefighting, communication, command post, etc.,

would be common assets you should consider when writing your supporting plan, depending on the austerity of the dispersal site. The prime intent of the SRR plan is to protect and maintain our aircraft and crews during this type emergency. Consider all appropriate personnel that might be available in the warning time outlined in the SRR plan; regardless of whether air reserve technician (ART), civilian, or traditional reservist. All MAJCOMs have been on hold for a few years for updating their SRR plans pending guidance from USAF. Follow GMAJCOM and AFRC guidance, once published on SRR plans.

2.14. Single Integrated Operational Plan (SIOP) Planning. The HQ AFRC OPR for all SIOP planning issues is DOO. HQ AFRC OCRs for the SIOP includes; LGQ (Strategic Aircraft Reconstitution Team (SART) functional manager), XPX and LGX. Appropriate United States Strategic Command (STRATCOM), AMC, and ACC guidance is used by XP, as necessary, to develop all unit regulatory, planning, management, and training materials when units are SIOP tasked. Unit taskings include, but are not limited to, the development of supporting OPlans and checklists for aircrew and staff agencies, developing SIOP aircrew training program, conducting SIOP deployment team site surveys, and developing, validating, and maintaining of aircrew combat mission folders (CMF). Tasks also include developing deployed forces commander (DFC) materials to direct and support SIOP deployment teams such as the SART, forward located alert generation (FLAG) team, dispersal team, etc., and also developing and managing all SIOP deployment team manpower and equipment requirements.

2.15. Volunteers. AFRC units may be asked to respond to contingencies, AEF, and peacetime natural disasters with volunteers. Reserve units account for their volunteers prior to mobilization (including PRC).

Chapter 3

PROGRAMMING

3.1. XP is Focal Point . The unit XP is the focal point for the wing commander for all programming actions to include conversions, activations, base closures/realignments, cantonments, relocations, deactivations, programming plans (PPlans), site activation task force (SATAF) visits, site surveys, etc. At HQ AFRC, the overall OPR for programming actions is XPPP. However, HQ AFRC/LGXS manages all logistics areas to include logistics plans, supply, maintenance, ground transportation, maintenance resource, and contracting.

3.2. PPlans. HQ AFRC PPlans are directive, provide planning guidance, and assign responsibilities for implementing and monitoring major programmed actions that affect AFRC units. Programming letters or messages normally address minor or quick reaction programming actions and may be used in lieu of PPlans. AFRC programming documents are normally published before the effective date of the change and remain in effect until they are officially closed by AFRC/XPPP.

3.2.1. Areas of functional responsibility are interrelated; therefore, XP ensures that each impacted office is fully appraised of the basic guidance of the programming document.

3.2.2. XP coordinates the time-phased schedule of actions, as required.

3.2.3. XP tracks major and time-phased schedule of actions. The unit may be tasked to send a report against open PPlans.

3.2.4. As required, NAFs and/or units may publish additional PPlan guidance to ensure timely accomplishment of the stated objectives and maintain the highest possible level of unit capability throughout the programmed period. This supplemental guidance provides additional unit requirements and outlines additional responsibilities.

3.2.5. AFRC/XPPP is responsible for ensuring the unit XP is on distribution for all programming action correspondence (programming messages, letters, PPlans, etc.) affecting the wing or subordinate units.

3.2.6. Normally, PPlans are effective for planning purposes when published. If not, a specific date is given to start planning.

3.3. SATAF. A SATAF is formed by AFRC from a team of functional experts, when necessary, to establish requirements and develop action items needed to accomplish a programmed action. Key SATAF requirements and actions are incorporated in the AFRC PPlan. AFRC/XPP establishes the composition and agenda of the AFRC team based on the specific program action.

3.3.1. Unit XP is the unit commander's designated project office for SATAF. The XP:

3.3.1.1. Acts as the liaison office between the SATAF and the unit.

3.3.1.2. Monitors status of SATAF action items and tracks completions.

3.4. The Big Picture. The XP responsibilities listed above are not all inclusive. Basically, the unit XP must be prepared to work the big picture for all unit-programming actions.

Chapter 4

AGREEMENTS

4.1. Guidance:

- 4.1.1. DODI 4000.19, Interservice, Interdepartmental, and Interagency Support. Implements policy, defines responsibilities and procedures for Interservice and intragovernmental support.
- 4.1.2. AFPD 25-2, Support Agreements. Directs the implementation of DODI 4000.19.
- 4.1.3. AFI 25-201, Support Agreements Procedures. This instruction directs support agreements be developed between supplier and receiver within the affected organizations to document recurring day-to-day support in order to provide unit commanders with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication.
- 4.1.4. AFI 65-601, Volume 1, chapter 7, Budget Guidance and Procedures. This instruction provides guidance for all personnel who prepare, review, approve, manage, or use funds appropriated to the Air Force.

4.2. Functional Area Responsibilities and Authorities:

- 4.2.1. HQ AFRC/LGXS is the final approval authority for all support agreements, to include new and reaccomplished agreements. AFRC/LGXS will approve agreements with the concurrence of impacted AFRC functional managers. All agreements will be sent to AFRC/XPM and AFRC/FMA for manpower and budget review.
- 4.2.2. The NAF/XPL is the support agreements coordinator (SAC). The NAF/XPL ensures compliance with policy and staffs agreements with the appropriate NAF functional managers. The NAF/XPL or the appropriate functional area agreements coordinator (FAAC) is the first point of contact for units to request assistance in preparing a support agreement and resolving an impasse.
- 4.2.3. Geographically Separated Units (GSUs). For GSUs, i.e. detachments, flights, squadrons, etc., where the senior flying wing provides personnel and financial support, the senior flying wing will assist those GSUs with negotiations for support agreements. Once prepared, the GSU commander will sign a letter requesting HQ AFRC approval and forward the agreement through the NAF to HQ AFRC/LGXS for processing. The support wing XP should notify the NAF/RSG XPL of any support agreement activity in progress for a GSU.
- 4.2.4. The wing commander signs letters generated by the XP indicating local approval of all new agreements as well as changes, revisions, and updates to existing agreements. The wing commander may also approve the termination of an agreement when the receiver no longer requires support. The unit is responsible for providing updated copies of all agreement components to AFRC/LGXS and NAF/XPL for all actions taken.
- 4.2.5. Support Agreements Manager (SAM). The wing commander must designate in writing a support agreements manager. The SAM is normally the senior logistics planner. The SAM will:
 - 4.2.5.1. Incorporate support requirements of all AFRC organizations located on a single installation into a single agreement.

4.2.5.2. Assist commanders of geographically separated units in negotiating agreements. The following wings provide GSU support:

Supporting Wing	Supported GSU
349 AMW	Det 1, 349 CH, Fairchild AFB, WA
349 AMW	Det 2, 349 CH, Kirtland AFB, NM
433 AW	307 RHS, East Kelly AFB, TX
433 AW	433 CH, Lackland AFB, TX
452 AMW	44 APS, Andersen AFB, GU
452 AMW	48 APS, Hickam AFB, HI
452 AMW	604 ASTF, Hickam AFB, HI
452 AMW	604 LSS, Hickam AFB, HI
452 AMW	704 CES, Hickam AFB, HI
452 AMW	804 CES, Elmendorf AFB, AK
340 FTG	5 FTS, Vance AFB, OK
340 FTG	43 FTS, Columbus AFB, MS
340 FTG	96 FTS, Laughlin AFB, TX
340 FTG	97 FTS, Sheppard AFB, TX
340 FTG	100 FTS, Randolph AFB, TX
442 FW	610 IF, Offutt AFB, NE
433 AW	710 IF, Brooks AFB, TX
442 FW	710 MDS, Offutt AFB, NE
315 AW	53 APS, Pope AFB, NC
512 AW	71 APS, Langley AFB, VA
315 AW	84 APS, Greenville, SC
439 AW	85 APS, Hanscom AFB, MA
913 AW	92 APS, Wyoming City, PA
94 AW	94 APS, Robins AFB, GA
403 WG	96 APS, Little Rock AFB, AR
94 AW	622 AES, McDill AFB, FL
94 AW	622 ASTF, Robins AFB, GA
512 AW	622 CF, Langley AFB, VA
94 AW	622 CLSS, Robins AFB, GA
94 AW	622 MSF, Robins AFB, GA
439 AW	722 ASTS, Brooklyn, NY

911 AW	Det 1, 911 CES, Morgantown, WV
	AFRSEU, Macon, GA
	AFRATF, St. Joseph, MO
	AFRTO, Tuscon, AZ
	AFRPO, Denver, CO
917 WG	Det 1, 307 RHS, Barksdale
452 AMW	701 COS, March ARB, CA
482 FW	Det 1 10 AF, Shaw AFB, SC
507 AMW	513 ACG(Assoc), Tinker AFB, OK

4.2.5.3. Sets timelines for agreements in the coordination process. The initial/re-accomplished agreement is forwarded to the FAACs with normally a two-week suspense for reply. Follow-up should be initiated at the end of the two weeks. If required, a second follow-up letter is submitted. If no response is received after one month, the SAM should consider a formal letter signed by the wing commander.

4.2.5.4. Maintain a continuity folder consisting of current policy and procedures.

4.2.5.5. Maintain a current copy of DoDI 4000.19, AFI 25-201 and AFRPD 25-2.

4.2.5.6. Maintain a current SAM appointment letter on file and ensure HQ AFRC/LGXS receives a copy.

4.2.5.7. Maintain a current support agreement roster.

4.2.5.8. Prepare a draft of available services and determine the impact of providing those services on mission accomplishment. Ensure the draft is consistent with any existing command to command agreements.

4.2.5.9. Review supplier's and receiver's mission statements and planning documents to determine appropriateness of support.

4.2.5.10. Compare organization capabilities, current and programmed, against requested services of the receiver.

4.2.5.11. Utilize the latest version of SAMS for all agreements where the unit is the supplier.

4.2.6. Supplier. Prepares support agreements. Distributes receiver request for support to functional areas for review and coordinates approval signatures. Obtains level of support and the direct/indirect reimbursable costs from the FAAC.

4.2.7. Receiver. Provides assessment of support needs to the supplier. Identifies a single point of contact to the supplier for coordinating support agreements. Monitors process to preclude unnecessary delays in negotiating, revising, and reviewing support agreements.

4.2.8. FAACs. FAACs will inform the SAM when an instruction/directive is changed that affects the agreement.

4.2.9. Financial Management Comptroller (FM). The FM ensures:

4.2.9.1. Funding annex is prepared and provided to the SAM for loading into SAMS and attachment to the DD Form 1144.

4.2.9.2. Each category of support has a cost calculation.

4.2.9.3. Cost data is validated annually with functional managers with specific attention to provide adequate budget lead time.

4.2.9.4. The SAM is notified in writing after validation process is complete.

4.2.9.5. The annual budget review is initiated by the supplier's comptroller.

4.2.10. Manpower (XPM). AFRC bases do not have a manpower function. Where an AFRC unit needs additional manpower, the wing DPM will work with the NAF/XPM to determine manpower additives. Where an AFRC unit is a receiver and tasked to provide manpower, the wing DPM will work with the NAF/XPM to validate the assumptions/data supporting the requirements. All manpower actions and requests will be validated by AFRC/XPM.

4.2.10.1. The manpower annex is prepared and provided to the SAM for attachment to the DD Form 1144.

4.2.10.2. The installation level supplier and receiver manpower/personnel offices (where available) certify that the workload is properly described and quantified by signing the manpower annex.

4.2.10.3. Approval of the support agreement will not be delayed awaiting actual transfer of manpower authorizations.

4.3. Agreements Processing:

4.3.1. Agreements between AFRC units are not required unless otherwise deemed necessary by the Wing Commander. The senior AFRC flying unit at a base will be the point of contact and include in their support agreement, support requirements for all other AFRC units on the installation. They will provide support agreement assistance for all agreements if they are not included in the agreement of the other AFRC units and do not have logistics plans personnel or a plans officer assigned.

4.3.2. When an environmental impact is found during the negotiation and coordination process of an agreement, the installation environmental officer must identify the impact by signing the back of the DD Form 1144 or attachment to the agreement.

4.3.3. Waivers:

4.3.3.1. Waivers should be reviewed during the triennial review process. If it is determined that a waiver is required before or after the triennial review, perform an out-of-cycle review.

4.3.3.2. When there appears to be a duplication of effort, the AFRC supplier discusses the requirement for a waiver with the receiver, documents the discussion and results, and notifies the installation SAM, NAF, HQ AFRC functional OPR and his/her MAJCOM functional OPR. If the unit functional OPR approves the waiver, then he or she would notify HQ AFRC functional for forwarding to the HQ USAF functional for approval.

4.3.3.3. AFRC installations within two years of closure must submit a letter to HQ AFRC/LGXS requesting a waiver from negotiating a triennial review.

4.3.4. Minor Changes:

4.3.4.1. Minor changes to the agreement, i.e., unit designation change, etc. are not considered a significant change that would affect the specific support provided.

4.3.4.2. Minor changes to an agreement are acceptable if the supplier and receiver indicate so in writing. When a minor change is incorporated, the supplier SAM will provide an explanation of the change made and export an updated agreement to AFRC/LGXS. The revised DD Form 1144, which does not need to be signed, will be filed on top of the previous DD Form 1144 in the agreement jacket.

4.3.5. Review and Revision:

4.3.5.1. When an agreement is within 90 days of a triennial review and the supplier has not contacted the AFRC receiver, it will then become the responsibility of the AFRC receiver to initiate the triennial review. If a review has been requested in writing to the supplier and the supplier has not responded by the review date, conduct an internal AFRC review. If there are no changes in any of the support categories and reimbursements remain the same, send a letter to the supplier stating an internal review has been conducted and the agreement is sufficient. Request the supplier's comptroller or approving authority concur. This will establish a new triennial review date. Send HQ AFRC/LGXS and the NAF/XPL a copy of all correspondence. If changes are required, document the changes in a letter to the supplier with a courtesy copy to HQ AFRC/LGXS and the NAF/XPL. If possible, export a revised agreement to AFRC/LGXS.

4.3.5.2. When AFRC is the supplier, a triennial review will be started 90 days before the review date. Both supplier and receiver will review the agreement. A final, revised agreement will be provided to AFRC/LGXS by the review date.

4.3.5.3. A hard copy of the original agreement must be maintained by the installation SAM until notified by HQ AFRC/LGXS and NAF/XPL.

4.3.6. Distribution. When AFRC is the supplier, the SAM must ensure that HQ AFRC/LGXS and NAF/XPL are included on distribution of the agreement. When AFRC is the receiver, the SAM must ensure the supplier SAM includes HQ AFRC/LGXS and the NAF XP for distribution of the agreement.

4.4. Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU). MOAs/MOUs are used to define broad areas of agreement between two or more parties. MOAs usually document the exchange of services and resources while MOUs normally define broad areas of understanding. The wing FM and XP should review all MOA/MOUs for impact. The NAF/XPL approves the use of MOA/MOUs at unit level. NAF/XPL is also available to clarify the appropriate type of agreement to be used for a given situation, that is, MOU, MOA, support agreement, etc. If further clarification is required, the NAF/XPL will contact HQ AFRC/LGXS. MOAs/MOUs may not be used if manpower or funds must be transferred. An exception exists if the MOA/MOU is between AFRC units and addresses manday reimbursements or related funding. Functional OPRs will forward all MOAs/MOUs to the SAM to review for policy and procedural content before proceeding with the coordination process. The SAM is responsible for maintaining copies of the functional MOAs/MOUs. AFRC/LGXS strongly encourages the SAM to maintain MOAs/MOUs in SAMS.

4.5. Specific Provisions. Each unit should develop local procedures to be used in reviewing, revising, or negotiating specific provisions. Most functional directives establish the standards of performance and cri-

teria for measuring that performance. As such, in those instances where the FAAC's directives provide this information, it is not necessary to reiterate this information in the specific provision. However, applicable regulations and directives must be referenced in the provisions. Each category of support must clearly define the terms and conditions of the agreement. Depending on the service requested, each category of support, for each agreement, may be different.

4.6. Contracts:

4.6.1. Support provided to or by a DoD contractor may be referenced in the support agreement to identify where the contract may be reviewed.

4.6.2. When the host command furnishes on-base contractor logistical support under a tenant-funded contract, the command that must accomplish the contract will reimburse or refund the host base using the same funds cited in the basic contract. Do not allow the funding command to make the reimbursement through the contractor. For additional guidance, see AFI 65-601, Vol 1, paragraph 7.8.10, Government Support Provided Contractors.

4.6.3. Where a particular function, identified in a support agreement, is contracted out (i.e., supply, transportation), the SAM forwards requirements to the contracting office, then the contracting officer or Quality Assurance Evaluator (QAE) sends requirements to the contractor for coordination.

4.7. Reimbursements. Interservice and intragovernmental support is reimbursable to the extent that provisions of the specified support for a receiver increases the support supplier's direct costs (that is, incremental direct cost). Costs associated with common use infrastructure are non-reimbursable, except for support provided solely for the benefit of one or more tenants. Support costs charged to a support receiver (that is, reimbursable cost) must be measurable and directly attributable to the receiver. Indirect costs will not be included in reimbursement charges except those included in stabilized rates charged for Defense Business Operating Fund (DBOF) mission products and services. Suppliers of interservice and intragovernmental support are permitted to waive reimbursement from receivers whose use or benefit from available support doesn't appreciably increasing the supplier's costs (that is, revenues would be less than the anticipated expenses of billing and disbursing funds). AFRC strongly recommends that units cost non-reimbursable support provided to applicable tenants/receivers. This data provides the dollar amounts the commander is spending (out of direct allocations of funds) to support other activities.

4.7.1. Support via DBOF Activities. Base reimbursement for DBOF mission products and services (for example, depot supply, depot maintenance, public works center services, information processing, communication, and software development) on the approved stabilized rate. Other support incidental to the DBOF activity's primary mission or purpose is reimbursed based on direct cost measurable and directly attributable to the support receiver (incremental direct cost), the same as non-DBOF activities. Do not include indirect cost in your reimbursement data.

4.7.2. Support Funded via Supplier. Reimbursements may be charged only for provided support that has not been otherwise funded (for example, through the support supplier's budget process). Suppliers may not request appropriations for cost for which they are to be reimbursed. Interservice support provided without reimbursement prior to issuance of DODI 4000.19 shall, at the option of the receiver, be continued without requirement for reimbursement until funds used to provide the support have been transferred to the support receiver.

4.7.3. The reimbursable support costs identified in support agreements are directly related to unit budgets. Agreements provide the dollar figures and justification for the unit annual budget submission. Conversely, actual operating expenses obtained as a result of budgeting will influence the amount of support a unit is able to purchase.

4.7.4. The unit comptroller determines or verifies the costs in the agreement. Accuracy is critical when evaluating support provided and/or received and their associated costs. AFI 65-601, volume 1, figure 7.1 provides guidance for determining billable service categories for agreements. The unit comptroller signs the DD Fm 1144 in the appropriate signature block before the agreement is sent to AFRC/LGXS for approval.

4.7.5. All agreements will be reviewed annually to ensure that reimbursement factors are accurate. Factors should be updated as necessary and forwarded to AFRC/LGXS. The wing FM and XP should accomplish annual reviews to support the budget process.

4.7.6. As of 30 September, the SAM will provide a summary of reimbursements projected and collected (AFRC is the supplier) or paid (AFRC is the receiver). This information should be provided to AFRC/LGXS by 31 October of each year. Data does not have to be broken down by support category.

4.8. Impasses (Disputes). Impasses are unresolvable differences concerning support agreements. Functional managers are responsible for resolving impasses. Impasses should only be elevated to higher authority when the local negotiation process is exhausted. Impasses require a written letter from both wing commanders or agency chiefs giving an account of what has happened and further stating the situation as unresolvable at the unit level.

4.8.1. Processing an Impasse. The unit FAACs identify an impasse in writing to the supplier and receiver SAMs, along with mission impact and proposed solutions/alternatives. The SAM sends all documentation and correspondence to the appropriate NAF functional manager and NAF/XPL to request assistance in resolving the impasse. This includes documentation from the wing commanders/agency chiefs stating the situation is unresolvable at the unit level and an impasse exists. Send information copies to the HQ AFRC functional manager and HQ AFRC/LGXS. The NAF functional manager then contacts the appropriate intermediate headquarters to resolve the impasse. Where the appropriate functional manager does not exist at the NAF, or an intermediate headquarters does not exist, send the unresolved impasse to the HQ AFRC functional manager and HQ AFRC/LGXS.

4.8.2. If the NAF and intermediate command functional managers cannot resolve the impasse, the NAF/XPL sends all documentation of the impasse to the appropriate HQ AFRC functional manager and HQ AFRC/LGXS. If the AFRC functional manager is unable to resolve the impasse, AFRC/LGXS elevates the impasse to AF/ILXB for resolution. Through the process, the SAM, regardless of level (unit, wing, NAF, AFRC) needs to aggressively track resolution of impasses/disputes. Impasses should be upchannelled if they cannot be resolved within 60 days.

4.9. Support Agreement Management System (SAMS). Use of SAMS is mandatory for agreements processing. It is a software program developed and maintained by the Standards System Group at Maxwell AFB AL, Gunter Annex that automates the support agreement process. It has the capability to build individual support agreements, store additional information, track agreement status and provide customized reports. Once an agreement is completed in SAMS, the SAM must e-mail an attached exported copy to HQ AFRC/LGXS and NAF/XPL and fax a copy of the signed DD Form 1144 for processing. The orig-

inal hard copy of the DD Form 1144 must also be provided unless directed by HQ AFRC/LGXS. HQ AFRC/LGXS maintains the AFRC master database for use by headquarters staff.

Chapter 5

TRAINING

5.1. General. Continuing education and training is vital to the planner's career and development. It is imperative that we, as planners, continue to strive for excellence through knowledge and training. Today's environment places a tremendous burden on planners. Ever changing strategies demand we keep pace. That is why we strongly suggest that planners seek out additional education and training opportunities.

5.1.1. The Air Force Institute and Technology (AFIT) offer educational programs that compliment and round out an individual's planning experience. Although many of the courses identified in this chapter are logistics related, operational planners are encouraged to attend any of these courses.

5.1.2. Technical training for logistics planners is provided by HQ AETC for entry level (officer/enlisted), 5-skill level, and 7-skill level. These courses provide planners with in-depth knowledge in the logistics arena and provide a basis for career field proficiency.

5.2. Courses. For applicable AFIT course titles and course descriptions refer to: <http://www-mil.afrc.af.mil/hq/lg/LGX/Training/AFIT.html>.

For officer and enlisted technical school information, refer to: http://www.lackland.af.mil/345trs/345_sup/2g0x1_web_info.htm.

All tech schools are conducted at Lackland AFB TX.

5.2.1. Logistics Plans Apprentice (L3ALR2G031-005). Mandatory enlisted 3-level Air Force Specialty Code 2G0X1 (AFSC), Air Education and Training Command (AETC) resident technical training course. The course curriculum includes:

5.2.1.1. Overview of logistics plans career field.

5.2.1.2. Programming functions including support agreements and WRM.

5.2.1.3. Planning functions.

5.2.1.4. All aspects of USAF deployment system including deployment exercise.

5.2.1.5. LOGMOD Familiarization.

5.2.2. Career Development Course (CDC) (2G051). Extension Course Institute (ECI) correspondence course for enlisted personnel in upgrade training to the Journeyman (5 skill level) competence level.

5.2.3. Career Development Course (CDC) (2G071). Extension Course Institute (ECI) correspondence course for enlisted personnel in upgrade training to the Craftsman (7 skill level) competence level. Must be completed prior to attending 7-level resident technical training course.

5.2.4. Craftsman Logistics Plans Specialist (L3ALR2G071-000). Mandatory for award of enlisted 7-level AFSC, AETC resident technical training course.

5.2.5. Logistics Plans and Programs Officer (L3OLR21G1-000). Mandatory entry level Air Force AETC resident technical training conducted at Lackland AFB TX, for logistics plans officers. The curriculum includes:

5.2.5.1. Intro to logistics plans.

5.2.5.2. Programming functions of logistics including support agreements and War Reserve Materiel (WRM).

5.2.5.3. Planning functions including AF and Joint Operational planning.

5.2.5.4. Deployments.

5.2.5.5. LOGMOD Familiarization.

5.2.6. Introduction to Logistics (WLOG 199) 2 Weeks. Air Force Institute of Technology (AFIT) Professional Continuing Education (PCE) resident course designed for individuals entering logistics without a prior logistics background. Provides a core of knowledge to which subsequent formal education and training programs can be keyed for progression of the logistician. Provides a conceptual overview of AF logistics and its environment. It is presented as a series of lectures, discussions small group activities and exercises.

Prerequisites: Open to non-US personnel. For newly assigned logisticians and persons pending immediate assignment to the logistics field. 2Lt through Captain, Staff Sergeant through Master Sergeant, and GS-5 through GS-12.

5.2.7. Combat Logistics (WLOG 299) 2 Weeks. AFIT PCE course designed for individuals in all operational logistics disciplines needing a background in wartime logistics - available in residence and on-site courses.

Prerequisites: Open to non-US personnel. Designed for personnel in a logistics career field assigned to an operation logistics position at base level through joint and unified commands. 1Lt through Captain, SSgt through SMSgt, and civilians GS-9 through GS-12.

5.2.8. Strategic Logistics Management (WLOG 399) 2 Weeks. AFIT PCE resident course designed for experienced logisticians covering the total logistics system from the national level down.

Prerequisites: Open to US personnel only. Must have Secret clearance. For personnel in all logistics career specialties. Major and Lt Col, SMSgt and CMSgt at MAJCOM or above, GS-13 and GS-14s. 5 years experience in one or more logistics specialties recommended.

5.2.9. Executive Management Course (WLOG 499) 2 Weeks. AFIT PCE resident course for senior logistics executives covering Department of Defense (DOD) logistics systems within the context of national policies and objectives.

Prerequisites: Open to US personnel only. Open to Colonel-select and Colonels in all logistics career field specialties and GS-15s. Senior Lt Cols and GS-14s will be considered on case by case space available basis. Attendees are selected by the AFRC/LG.

5.2.10. Contingency/Wartime Planning Course (CWPC) (MCADRE002). Air University (AU) resident two-week course for war planners in all functional areas. This is the primary course available and recommended for all operations/logistics plans personnel entering the unit XP office. It is conducted at Maxwell AFB AL and provides a comprehensive overview of planning from the JSC level down to the unit level. The course contains a series of exercises designed to reinforce academic presentations and provides excellent speakers, pragmatic interactive scenarios, and valuable reference material. It is designed to provide new logistics or operations planners an intensive broad brush of the planning world. Intermediate level planners (3-7 year range) can also accrue much useful informa-

tion, particularly if they have only worked in an isolated area of planning. For officers who have finished their professional military education (PME) requirements and have had extensive planning experience, the course may not offer much more relevant data. In addition, the quotas we receive are very limited so we give top priority to beginning planners or to someone who has been out of the planning business for an extended period. HQ AFRC/XPXX monitors and coordinates the quotas for CWPC.

5.2.11. Defense Regional Interservice Support (DRIS) Course (L5OZA25L3 004) Course duration is 5 days at the US Army Logistics Management College (USALMC) Ft Lee, VA. On-site courses may be offered elsewhere.

5.2.12. Joint Course on Logistics (L5OZA25L3-008). This two-week course focuses on JCL theater level joint logistics operations. This course prepares officers and civilians in assignments that involve joint logistics planning, inter-service and multinational logistics support and joint logistics in a theater of operations.

5.2.13. Joint Doctrine Air Campaign Course (JDACC) (MCADRE003). Air University (AU) resident two-week course for war planners in the operations and logistics functional areas. This is the primary course available and recommended for all operations/logistics plans officers or civilian equivalents entering the unit XP office. It is conducted at Maxwell AFB AL and educates officers from unified, combined, or supporting commands in the fundamental concepts, principles and doctrine required to plan a joint or combined air campaign at the theater level. There are three areas of instruction built around specific learning objectives. The first area (air campaign planning fundamentals) examines the doctrine, strategy, organization, and capabilities of forces employed in a military campaign. The second area (air campaign process) covers currently available procedures and historical air campaign analysis. The final area of concentration (air campaign exercise) allows students to use their attained skills in planning a air campaign plan in stages.

Prerequisites: US officers in the grades of captain through colonel and civilian equivalents assigned to operations, operation plans, intelligence or logistics functions at the wing level and above. HQ AFRC/XPXX monitors and coordinates the quotas for JDACC.

5.3. Requesting Quotas:

5.3.1. Requesting Quotas for In-Residence Technical Training for enlisted 2G031 thru 2G071, and Officer 21G1. Quotas are requested through the local wing training office. A request is made via the Training Management System (TMS). Use this process for military quotas only. For civilian quotas, a Request, Authorization Agreement, Certification of Training and Reimbursement, DD Form 1556, must be processed through your local wing training office and then through the Civilian Personnel Office (CPO). Paper work is the forwarded to AFRC/DPTF.

5.3.2. Requesting Quotas for Air Force Institute and Technology (AFIT) (WLOG X99) and Defense Regional Inter-service Support. . A DD Form 1556 should be accomplished with all required signatures for BOTH military and civilian personnel. The civilian requests must be routed through the local CPO. Paperwork should than be forwarded to AFRC/DPTF.

5.3.3. Requesting Quotas for Contingency/Wartime Planners Course/Joint Doctrine Air Campaign Course. Request these courses through HQ AFRC/XPXX.

5.4. Functional Training for Logistics Planners. The Career Field Education and Training Plan (CFETP) is a comprehensive core-training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the Logistics Plans, Programs, and Integration specialty.

5.5. Plans Officer Trainee Program. AFRESI 36-111, Art Officer Career Management Program, governs the trainee program. It is established to develop selected individuals into well-qualified Air Reserve Technician (ART) officers. This program is expected to provide a reservoir of personnel for future assignment to journeyman officer positions within AFRC. For further details, see AFRESI 36-111, chapter 5 or contact your NAF XP office.

5.5.1. Logistics Civilian Career Enhancement Program (LCCEP) applies to General Schedule and General Management civilian personnel in the logistics family grouping. This is a manpower/personnel program developed to enhance logistics career field opportunities. AFI 36-601, Vol. 4 provides guidance.

5.6. Deployment Training Program. The Wing XP establishes a deployment-training program in which deployment and redeployment requirements are adapted to the unit's mission. All AFRC unit commanders or their unit deployment managers will, with the assistance of the wing XP, determine the skills required to prepare unit personnel and equipment for deployment and redeployment. Ensure the operation and administration of the program is published in a suitable document, such as the Installation Deployment Plan or Wing Instructions, and distributed to all wing/base units providing or receiving training. Include training course availability, sources of training, how to request training, and how units are notified of individual training course completion. This program needs to include training for work centers, unit requirements (hazardous cargo, cargo preparation, material handling equipment operators, etc.), couriers (classified, cargo, munitions), and other training deemed necessary by the wing. Scope of the training and course offerings vary depending on a unit's deployment mission and whether the AFRC wing is a host, tenant, GSU or associate unit. Ensure each training course has validated and current training plans.

5.6.1. When applicable, AFRC units will comply with GMAJCOM deployment training directives. Consult the various AF GMAJCOM Supplements. Links to other MAJCOMs are provided on the AFRC LGX Home Page.

5.6.2. In general, individuals do not attend deployment/redeployment work center training courses at set intervals unless there is a regulatory requirement, such as hazardous cargo certification. Upon initial assignment of deployment duties, individuals receive training. Remedial and refresher training requirements should be outlined in published guidance and can be identified by evaluation of deployment exercises, RAVs, DAVs etc.

5.6.3. Document deployment training using any suitable method available. The shots and training module in Unit Deployment Manager (UDM) System/DeMS/LSA are programs that can be used. Don't duplicate databases. If training is tracked in AFORMS, CAMS or GO81, annotate records accordingly or place Report on Individual Personnel (Rips) from these systems in deployment folders. Ensure that RIPs are current. Some training may be documented on an AF Form 1098, Special Task Certification and Recurring Training Form.

5.6.4. Tenant units may take advantage of deployment training courses offered by their host or conduct their own deployment training. Follow local deployment plan guidance. With contractors taking

on more and more base operating support (BOS) issues, ensuring that AFRC tenant needs are spelled out in initial contract agreements is essential. Make every effort to participate in the contract coordination effort.

5.6.5. As the Wing OPR for the deployment program, the XP shop will monitor training status and statistics. Work with CDF and PDF Chiefs as necessary to adjust training methods, requirements, etc. to improve deployment readiness.

5.6.5.1. Training metrics and data should be available to Wing CC and staff for review.

5.7. Deployment/Redeployment Work Center Augmentee Training. Management of this program is responsibility of the Wing Commander through the unit XP. Training, work center manning, timely replacement of augmentees and continuity of operations is essential to a well-tuned deployment process and readiness of each unit. Scope of requirements, deployment machine organizational structure, responsibilities and extent of training will vary depending on the type of base (host, tenant, or associate). However, the following minimum responsibilities apply to all unit XPs:

5.7.1. Manages the installation deployment/redeployment augmentee program for the Wing CC.

5.7.2. In conjunction with deployment work centers, identify work center augmentee requirements (CDF, PDF, DCC, Load Teams, Deployment Operations augmentees and EET, etc.). Units must establish procedures and train personnel to back up various automated processes manually during power outages and equipment failures.

5.7.3. Establish a method to inform commanders of how many augmentees are required for each deployment work center and how many are trained. A monthly report is recommended but this should be accomplished no less than quarterly.

5.7.4. Include as agenda/action item to Deployment Process Working Group meetings.

5.7.5. Ensure sufficient augmentees are appointed and trained to support the most stringent deployment operations tempo.

Chapter 6

DEPLOYMENT

6.1. Applicable Instructions. AFI 10-403, Deployment Planning, provides the basic requirements for deployment planning to support contingency operations, which is part of preparing the battle space and readying in the forces to ensure combat readiness. There is an Appendix to this AFI for each functional area to develop their own checklists. Gaining MAJCOM supplemental guidance can also offer guidance and procedures applicable to AFRC units. The Installation Deployment Plan (IDP) provides local guidance and procedures as identified by the Installation Deployment Officer (IDO) and coordinated with all wing and tenant agencies to ensure effective and efficient deployment of forces in support of Operational Plan, Air Expeditionary Force, Military Operations Other than War, exercises and training. At AFRC tenant and associate locations, AFRC units should define their unit processes up to the point of interface with the host organization.

6.2. The Installation Deployment Plan. The XP, as host, publishes an IDP; the XP, as tenant, reviews and makes inputs to the host IDP. (The exceptions usually occur when a Reserve wing is on an ANG installation and has to define its own processes and publish its own deployment plan.) The plan may be a supplement to AFI 10-403, a separate plan, or published in any directive distributed widely enough to reach all affected functions. All AFRC squadrons, flights, or other agencies are encouraged to publish supplemental guidance to outline specific processes for their units. Avoid duplication of effort with mobilization actions and maximize resources by including all functions/organizations in the deployment planning process. The plan must include all necessary processes to ensure EVERYONE is properly prepared, trained, and equipped before deployment and ALL EQUIPMENT is properly prepared and documented for safe deployment. The plan outlines the flow of information and specifies critical data/events to be reported among base deployment organizations, the tasking source, installation senior leadership, and deploying units. At a minimum the IDP should address the following:

6.2.1. Taskings. The XP researches appropriate documents such as OPlans, DOC statement, AFWUS, FAT, GMAJCOM directives, etc., to ensure the plan adequately covers all taskings.

6.2.2. Training. Address all facets of the deployment-training program. Reference requirements identified in Chapter 5.

6.2.3. Deployment Processes. The IDP should specify and diagram deployment process requirements for preparation, processing and movement of personnel and cargo. It should address all unit actions necessary to prepare personnel and cargo, and move them from the unit to the deployable mode of transportation. Ensure that the plan allows for information flow to the lowest level of responsibility. Deploying units/shops should be able to identify specific actions required for a safe and timely deployment. The IDP also addresses requirements and procedures for deployment work centers. Many good IDP's have checklists for unit deployment managers (UDMs) and each deployment work center. The following list contains subjects/processes that should be addressed in the IDP (this list is not all inclusive, but a guide to developing the IDP):

6.2.3.1. Movement, marking, and documentation requirements for cargo. This includes handling and shipping of classified material IAW DoD 5200.1R, Information Security Program Regulation, and AFI 31-401, Information Security Program Management, movement of weapons and ammunition IAW AFI 31-209, Resource Protection, and DoD 5100.76M, Sensitive Conventional Arms,

Ammunition, and Explosives, and movement of hazardous material IAW Air Force Joint Manual 24-204, Preparing Hazardous Material for Military Air Shipment, and 49 CFR for surface movement.

6.2.3.2. Hazardous cargo certification and marking procedures.

6.2.3.3. Movement requirements for all modes (air, surface, rail, sea, etc.) as applicable and unit UTC movement prioritization. Note: CMOS will be used by the transportation section to maintain in-transit visibility (ITV). CMOS passes the movement data to the Global Transportation Network (GTN). For units where the transportation function has been contracted out (A-76), ensure that CMOS contingency and exercise procedures are covered in the contract.

6.2.3.4. Cargo and Personnel shortfall and LIMFAC procedures. AF Form 4006, Unit Deployment Shortfalls, or LSA automated product if available and approved, are used to report personnel shortfalls in accordance with AFI 10-215, Personnel Support for Contingency Operations. These forms will be forwarded to the DCC as soon as possible during deployment operation. Note: To avoid classification issues on the AF Form 4006, do not include the plan identification (PID). The ULN will provide enough distinction to avoid confusion if multiple PIDs are executed simultaneously. LIMFACS of personnel and equipment as defined by AFI 10-201, are classified and will be reported through established classified procedures.

6.2.3.5. Information sharing process and procedures, (i.e. Concept Briefing, file exchanges, document flows)

6.2.3.6. Personnel assembly and preparation requirements (briefings, eligibility checks, records review, printing AF Form 245's, mobility bag/weapon/equipment issue, etc.).

6.2.3.7. Cargo Deployment Function (CDF) The installation's focal point for monitoring all deployment cargo processing activities.

6.2.3.8. Deployment Processing Unit (DPU) The installation's focal point for monitoring all personnel processing activities. All personnel deploying to code named operations must out-process through the Personnel Deployment Function (PDF). When the PDF is not established, personnel must out-process through the MPF Personnel Readiness Function (PRF). These functions will ensure all personnel deploying on code named operations, deploy using the Contingency, Exercise and Deployment (CED) order.

6.2.3.9. Deployment Control Center (DCC) The installation's focal point for deployment operations, which is responsible for, all command and control (C2) requirements checklists procedures.

6.2.3.10. Re-deployment and Reception responsibilities and processes. The Redeployment Assistance Team (RAT) is the AF standard structure for redeployment. Depending on the scope of the operation, the unit may have to interface directly with a TALCE or equivalent (i.e. specialized unit deployed without the combat support associated with a provisional wing).

6.2.3.11. Medical Readiness responsibilities and procedures.

6.2.4. Organizational Responsibilities. A thorough discussion of everyone's responsibility in the wing to support deployment operations and planning is a necessity. AFI 10-403 provides a good start to this process.

6.2.5. Integrated Deployment System (IDS). The IDS is an automated tool used for wing level deployments and contingency operations. IDS includes the following: LOGMOD, LOGMOD Stand

Alone, MANPER-B, Cargo Movement Operations System (CMOS) and Computer Aided Load Manifesting (CALM). IDS interfaces to the Global Command and Control System (GCCS) which contains JOPES functionality and access to classified homepages on the SIPRNET. IDS meets Military Standard Transportation and Movement Procedures (MILSTAMP) requirements and interfaces with the Global Transportation Network (GTN) that provides In-Transit Visibility (ITV) of the deploying forces. The IDP needs to address how the Wings deployment process utilizes the Integrated Deployment System (IDS). Address LAN out procedures, LOGMOD and MANPER updating procedures, file transfer processes and other business practices. See paragraph 6.4 for more information.

6.2.6. Evaluation. Identify the program/process to assess the effectiveness and efficiency of the deployment process. Develop a program, that must include local exercises, that ensures all personnel fully understand the deployment process. See paragraph 6.4.

6.2.7. Flow Chart. IAW AFI 10-403, design a flow chart, using a Process Action Team (PAT) or working group, demonstrating the installations deployment process and include in the IDP.

6.2.7.1. When, where, and how the installation meets each basic deployment requirement.

6.2.7.2. Which installation activities are responsible for each stage in the process.

6.2.7.3. Critical points or bottlenecks in the process that may require tracking and further measurement.

6.2.7.4. Areas of possible improvement. Justify automated systems that support each step in the process

6.2.8. Authentication. Ensure the Host Wing Commander and supported commanders authenticate the IDP prior to release.

6.3. Establishing a Deployment Organization. It is at the discretion of the XP, acting for the Wing Commander as the IDO, as to what form the deployment organization will take. At tenant locations, the XP will determine what level of support is required from the host organization. Additionally, the IDO/Wing XP has the option of naming deployment work centers under direct control to more closely identify unit responsibilities and functions.

6.3.1. At AFRC Installations:

6.3.1.1. As the IDO, the XP has overall responsibility for the deployment organization and heads the Deployment Control Center (DCC); the Chief of Transportation normally heads the Cargo Deployment Function (CDF), and the Military Personnel Flight Chief heads the Deployment Processing Unit (DPU)/Personnel Deployment Function (PDF). The XP will coordinate with these functions as well as with units with a deployment commitment to develop the IDP.

6.3.1.2. The IDO/XP will ensure all tenant organizations and GSUs are aware of their deployment responsibilities and have had an opportunity to provide input into the IDP.

6.3.1.3. IDO/XP will determine what level of the deployment organization is needed to support specific taskings. All or certain functions of the deployment organization may be activated depending on the scenario and scope of operations to be conducted.

6.3.1.4. XP will convene and chair the Deployment Process Working Group (DPWG), IAW AFI 10-403, paragraph 1.5.2.2 and as appended here. The DPWG will meet at least quarterly with the

minimum representation identified in AFI 10-403. The agenda is expanded and appended as follows for AFRC units:

6.3.1.4.1. Under IDS discuss; Upgrade implementation, business practice review and adjustments, data maintenance/integrity, and deployment education and training requirements as a minimum.

6.3.1.4.2. Work center augmentation status.

6.3.1.4.3. Deployment forecasts and scheduling.

6.3.1.4.4. Deployment readiness.

6.3.1.4.5. AEF Taskings.

6.3.2. At AFRC Tenant Locations:

6.3.2.1. When AFRC is not responsible for operating the deployment organization, the XP ensures AFRC and/or GMAJCOM requirements are included in the host installation deployment plan.

6.3.2.2. XP will identify the maximum level of support needed by the AFRC unit from the host organization. Support requirements should include, but are not limited to, personnel, MHE, vehicles and possible communication equipment and facilities. AFRC personnel can augment the host unit, but not at the expense of unit preparation.

6.3.2.3. XP will be a member of the host DPWG. However, a separate meeting should be held for AFRC UDMs and the AFRC unit to discuss the same issues addressed in paragraph 6.3.1.4.

6.4. Integrated Deployment System (IDS). IDS is an umbrella system that streamlines the wing level deployment process and was designed to support the JCS deliberate planning process and deployment execution at base level. IDS integrates the standard deployment systems of logistics plans, manpower and personnel, transportation, and deploying squadrons, ensuring they have the right information at the right times. IDS includes five automated components for deployment operations. These components are Logistics Module (LOGMOD), Cargo Movement Operations System (CMOS), Manpower/Personnel Module-Base Level (MANPER-B), Computer Aided Load Manifesting (CALM), LOGMOD Stand-Alone (LSA). It also provides In-Transit Visibility (ITV) for Air Force equipment and personnel.

6.4.1. IDS is a mandated system that all Air Force units must use for deployment of personnel and cargo from their unit. The overall OPR at unit level for IDS is XP. As OPR the XP has the following responsibilities:

6.4.1.1. Overall responsibility for utilization, effectiveness, and efficiency of IDS and its components.

6.4.1.2. Specific OPR for functionality and operation of LOGMOD.

6.4.1.3. OPR for LSA to include: training, implementation, software installation, and operation.

6.4.1.4. Development of IDS business practices and incorporation into the IDP to ensure smooth operation of deployment processes using IDS.

6.4.1.5. Keeping the Wing Commander and staff abreast of the status of IDS.

6.4.1.6. Evaluating efficiency of IDS and recommending/implementing corrective actions to enhance operations.

6.4.1.7. Coordinating with unit SC to ensure LAN network, communications, and computer requirements are current and efficient to support IDS requirements.

6.4.1.8. Ensure current versions of all components of IDS are being utilized.

6.4.2. Primary OPRs for the individual components of IDS are as follows:

6.4.2.1. LOGMOD – XP.

6.4.2.2. LSA – XP.

6.4.2.3. MANPER-B – PRF.

6.4.2.4. CMOS – LGT.

6.4.2.5. CALM - LGT.

6.4.3. Wing IDS Capability (WIC). WIC is defined as completing all requirements listed below in the IDS status report. Units need to submit IDS status monthly until the Wing Commander has certified WIC to HQ AFRC LGX as identified below. There after, status reporting will be IAW HQ AFRC LGX guidance.

6.4.3.1. IDS Status Report. Format for the IDS Status report is located at attachment 2.

6.4.4. LOGMOD UDM Module or LOGMOD Stand-Alone – AFRC Policy. AFRC policy on the use of LOGMOD UDM module or LOGMOD Stand-Alone as the primary supporting system to LOGMOD during execution is a unit option (for AFRC Host bases). Tenant units must validate and coordinate with Host unit. This option is for the use of these systems of IDS only. LOGMOD TG (Current Version) is the Air Force Standard System and must be used for deliberate planning and day-to-day management of units databases. The importance of maintaining unit data on LOGMOD servers cannot be overstated.

6.4.5. Help for IDS. Specific component problems should be reported to the Field assistance Branch (FAB) at HQ SSG, DSN: 596-5771. Components supported at this location are LOGMOD, CMOS, CALM, and LSA. For assistance with MANPER units should call HQ AFRC/DPXX, DSN: 497-0296 or visit the following web site for additional information. **www.afpc.randolph.af.mil/readiness/manper-b.htm** (**NOTE:** To better serve and support, units should remember that external agencies cannot resolve local network or data problems.)

6.5. Exercises/Deployment Planning. Within AFRC, deployment education, training, and frequency are driven by the need to reinforce deployment responsibilities. Evaluated exercises can help identify potential weak areas, which may require remedial training. Many units have found that unit deployment managers (UDM) meetings are helpful tools in training and educating UDMs while also providing deployment information updates. Post exercise hot wash forums have been used as well, to provide cross-functional solutions to problems experienced during deployments and exercises. Neither is mandatory, but both are encouraged.

6.5.1. Exercise Frequency for AFRC Bases. All AFRC units are required to exercise all UTCs tasked in the AFWUS at least annually (defined as once every 12 months). AFRC bases (or tenants where the AFRC wing operates their own deployment machine) will activate and operate installation deploy-

ment work centers a sufficient number of times per year to ensure all UTCs tasked in the AFWUS are exercised. The deployment work centers must operate long enough to provide sufficient training for workcenter personnel.

6.5.2. Exercise Frequency for AFRC Tenant Wings. AFRC tenant wings that do not operate the installation deployment machine will participate in enough deployment exercises so every unit within the wing exercises its most stringent taskings identified in the AFWUS.

NOTE: In both cases this does not mean that every increment of cargo must process through a cargo in-check facility; however, a sufficient amount of cargo must be exercised to maintain unit readiness. Units should also not continually process the same increments from exercise to exercise. Guideline is all UTC tasked increments should experience cargo in-check processing requirements at least once within a 24-month timeframe. This ensures the whole UTC receives physical exercise and is ready for deployment.

6.5.3. The XP is the focal point for all deployments and taskings. At tenant locations the XP is the AFRC unit focal point and coordinates with the host IDO for all necessary deployment support requirements. To the deployment machine, there is no distinction in the preparation and processing of cargo and personnel for the various types of deployments (contingencies, exercises, AEF, rotations, etc.). The deployment process applies to all operations involved in preparing personnel and cargo departing the base regardless the type of deployment. With that the unit XP:

6.5.3.1. Executes all unit level, MAJCOM, GMAJCOM, JCS exercises/deployments. Coordinates activities of the exercise/deployment planning team, processes requests for simulations/waivers, participates in fragmentation order working group, and chairs paring and tailoring/adjusting working group.

6.5.3.2. Serves as an integral member of the commander's battle staff/crisis action team (CAT). Provides briefing/updates on taskings, deployment operations status, course of action, and other pertinent data to the deployment. Additionally, the XP operations officer can provide key support to the Battle Staff/CAT in the role of coordinator or another key function. More information can be found in the XPO Continuity Book.

6.5.3.3. Prepares and distributes critical deployment information to all tasked units, work centers, and key staff. This is best done through a unit concept briefing however, other media can and has been used successfully.

6.5.3.4. Prepares, reviews, and submits deployment/redeployment status reports, deployment requests, munitions movement report, movement waiver requests, special assignment airlift mission (SAAM) requirements requests, and other required reports.

6.5.3.5. Develops and distributes schedule of events. This provides visibility as well as a historical report that can be used for planning, scheduling

6.5.3.6. Deploys/redeploys tasked personnel and/or equipment, consolidates equipment and personnel requirements, develops load plans, submits transportation requests, and coordinates surface and airlift support as required.

6.5.3.7. Ensure tasked units fill deployment requirements. Prepares and releases shortfall, LIM-FAC, and reclama reports as necessary to identify and seek resolution of tasked unit deficiencies.

6.5.3.8. Ensures forces transiting the installation are identified and base support requirements are included in the base support plan (BSP) and IDP, as necessary. See Chapter 7.

- 6.5.3.9. Provides deployment support and acts as focal point for deploying/redeploying units.
- 6.5.3.10. Implements redeployment reception as required and specified in the IDP.
- 6.5.3.11. Prepares exercise after action reports, advises appropriate agencies of exercise results, and ensures corrective actions are taken to include remedial training.
- 6.5.3.12. Receives communications from GMAJCOMs, HQ AFRC/NAF CAT and/or functional managers on what if situations regarding volunteerism or actual tasking. Coordinates with appropriate unit functional manager and the NAF/HQ AFRC planners and/or functional managers.
- 6.5.3.13. Prepares inputs to exercise objectives and scenarios and ensures training of deployment exercise evaluation team members.

6.6. Exercise/Deployment Evaluations. The IDO is responsible for establishing a program to assess the effectiveness of the base deployment process (AFI 10-403, paragraph 2.3.3). Each exercise needs a defined scope and objectives so participants and evaluators can determine the strengths and weaknesses of the processes. Tailor the scope of the exercise to measure the defined objectives. If an exercise evaluation team is not used to accomplish this requirement, the method used must document the strengths of the process and identify areas for improvement. The following minimum objectives should be met to take credit for the annual exercise requirement:

- 6.6.1. Determine effectiveness of deployment control center command and control processes outlined in AFI 10-403, chapter 3 (where AFRC is host or is responsible for operating a DCC).
- 6.6.2. Determine effectiveness of the cargo deployment function processes outlined in AFI 10-403, chapter 4 (where AFRC is host or is responsible for operating a CDF).
- 6.6.3. Determine effectiveness of the Deployment Processing Unit (DPU) processes outlined in AFI 10-403 and AFI 10-215, Personnel Support for Contingency Operations (PERSCO) (where AFRC is host or is responsible for operating a PDF).
- 6.6.4. Determine how well the unit deployment work centers interfaced with the installation deployment control center.
- 6.6.5. Determine how well the units prepared and documented their cargo for deployment.
- 6.6.6. Determine how well the units prepared their personnel for deployment
- 6.6.7. Determine the effectiveness and efficiency of IDS.
- 6.6.8. Evaluate critical deployment timing (OPlan requirements, aircraft ground times, GMAJCOM ORI planning factors, closure times, etc.).

Chapter 7

BASE SUPPORT PLANNING

7.1. Base Support Planning. The objective of Base Support Planning is to quantify the existing capabilities of any operating location (Part I) and to provide the foundation for conducting feasibility/capability analysis for a variety of employment driven requirements (Part II). The following guidance is offered in conjunction with AFI 10-404, Base Support Planning. Note: Guidance in this chapter applies to AFRC Host Bases, however, tenant units should provide inputs to their hosts as required.

7.2. Base Support Planning Documents:

7.2.1. The USAF War and Mobilization Plan (WMP) provides general war planning guidance, policies, and planning factors used to develop specific plans. For AFRC bases, WMP data used for construction of BSP includes the Wartime Aircraft Activity (WAA) report, all services Time Phases Force Deployment Listing (TPFDL), and the Wartime Consumable Distribution Objective (WCDO). Additional data needed for BSP development is information contained in the Wartime Plans Additive Requirements Report (WPARR) and current approved OPlan TPFDDs.

7.2.2. While paragraph 7.2.1 identifies source documents for BSP development, XPs will also reference applicable Affix (AFI 10-403 - Deployment Planning, AFI 10-404 Base Support Planning, AFI 10-402 - Mobilization Planning, AFI 25-101 – War Reserve Material (WRM) Program Guidance and Procedures, etc.) GMAJCOM supplements, and functional manager guidance during the planning process.

7.3. HQ AFRC Responsibilities:

7.3.1. AFRC LGX is the OPR for base support planning.

7.3.2. AFRC/XPXX provides an all services TPFDD to AFRC host bases and appropriate NAFs for those units that don't have GCCS capability or the appropriate permissions to retrieve this data.

7.3.3. AFRC will monitor installation limiting factor (LIMFAC) reports.

7.3.4. Identify and provide OPLAN data for Part 2 of the BSP

7.3.5. Consider cross-functional review of BSP's

7.4. AFRC Base Responsibilities. The following additional responsibilities to those stated in AFI 10-404 for AFRC Host Bases:

7.4.1. All AFRC bases will publish a BSP part I.

7.4.2. BSP Part II is generally required if your base is OPlan tasked and supports throughput/reception forces. The criteria to determine if a Part II is required are:

7.4.2.1. XP analyze all OPlan/CONPLAN all-forces TPFDD's the unit is tasked to support along with other applicable documentation and determine tasking, throughput, and reception requirements. Analysis is based on pax, short tonnage, and units being supported. If analysis covers more than one OPlan/CONPLAN, accomplish the evaluation on the TPFDD with the highest cargo/short tonnage throughput. Rationale is, short tons have higher labor, time and equipment requirements than pax.

7.4.2.2. Based on XP analysis the Wing CC will make a recommendation to HQ AFRC/LGX as to the necessity to write a Part II.

7.4.2.3. AFRC/LGX will approve/disapprove.

7.4.3. Wing plans (XP) is the OPR for base support planning.

7.4.4. Comply with GMAJCOM LIMFAC reporting program and AFI 10-404 procedures. Provide information copy to AFRC/LGX and NAF/XPL.

7.4.5. Wing XPs coordinate and manage all site surveys as required to support the BSP Part II process.

7.4.6. Ensure electronic copies of BSP's are proved to HQ AFRC/LGX. GCCS e-mail or Part II's will be required for classified BSP's. Contact HQ AFRC/LGXX for e-mail address.

7.5. Base Support Plan (BSP) Development:

7.5.1. AFRC host bases will complete BSP Part 2, 180 days from the receipt of the completed OPLAN and the all services TPFDD. (NOTE: Since both documents are required to complete the BSP Part 2, the timing begins with whichever document is received last.)

7.5.2. The BSP title will be Base/Installation name and BSP 10-404-XX, with XX representing the year the BSP was published. The table of contents defines Part 1 and Part 2. If the part 2 is not required (see paragraph 7.5.), so state in the table of contents.

7.5.3. Subordinate commanders and functional area OPRs help develop, manage, and review plans. Review and prioritizes LIMFACs and shortfalls that affect force deployment, reception, employment, and overall mission accomplishment.

7.6. Base Support Planning Content Guidance:

7.6.1. Whenever possible, the BSP should cross-reference other planning documents (i.e. Base level plans). When referencing another planning documents, use the following example: "Units will initiate recall within 24 hours of receiving notification." (Ref: 439 AW Mobilization Plan, paragraph 6.11.1)

7.6.2. AFRC units may consolidate all base plans into the BSP.

7.6.3. Format BSP's IAW AFI 10-404, Base Support Planning, Ch. 5. Additionally, there is an attachment with a sample format and detailed description of the requirements.

7.6.4. Ensure augmentation requirements to support operations under unit-deployed circumstances have been addressed.

Chapter 8

PLAN EXECUTION

8.1. Plan Execution. AFMAN 10-401 Volume I, Operation Plan and Concept Plan Development and Implementation, and Volume II, Planning Formats and Guidance, contains valuable information that can be used in all types of plan writing and development. Whether a plan is for an annual tour deployment, a training exercise, an operational readiness inspection (ORI), or a real world operation, a well-written and widely coordinated plan will reduce the questions that arise when it is time for execution. Plans cannot completely eliminate questions. There are always changes at execution and the degree of changes affects the need to verify certain plan assumptions. One or more of the following questions may arise at execution and can be used as a starting part for development of unit execution checklists.

8.1.1. Authority to Participate and Notification to Execute:

8.1.1.1. Determine whether you have received an inquiry as to ability to support an operation or an early warning of a tasking. Tasking messages will be addressed to the Wing Commander. Information addressees will include: IDO, Command Post, Logistics Plans, current operations, and Military Personnel Flight/Personnel Readiness. An airlift flow message may be provided (if airlift is being used), if not received, follow up with Higher Headquarters.

8.1.1.2. Who constitutes an authorized source of reserve tasking? Normally, receipt will come in the form of the Warning Order or the Emergency Action Message. If tasking comes from a functional manager, verify the validity of the tasking through HQ AFRC/CAT or HQ AFRC/DOO/XPX/LGX.

8.1.2. Determining the Requirements:

8.1.2.1. Site Surveys: If allowed, site surveys allow XP to plan deployment activities on accurate information. Minimum requirements include buildings and road maps of the location, power plan and support facilities, equipment in-place, facility requirements, emergency contacts, environmentally sensitive/controlled areas, medical facilities, safety, security and airfield capacity. NOTE: Site Surveys may not be possible or allowed due to timing requirements or location. When this occurs, units must execute the plan based on the best possible guess and information while using the plans assumptions as their guide.

8.1.2.1.1. Has deployment site data been sourced, reviewed, and verified? Is a site survey required? (See the Ops Plans Continuity Book, Chapter 8 for site survey checklist.) Is there any site data available?

8.1.2.1.2. What are the expected beddown conditions and what arrangements have been made? A thorough analysis of a location, base or facility under consideration for use by the deploying force for a contingency or exercise, will alleviate many potential difficulties. JULLS, after action reports from previous deployments to the location, or information from any other reliable source will be of great use. Base Support Plans also provide a valuable source of information, if available. The SIPRNET homepages will also be of value during this phase.

8.1.2.1.3. What are the aircraft support capabilities? Access to the central Employment Knowledge Base (EKB) to obtain site capability information.

8.1.2.2. Deployment Requirements Document (DRD) Levy Flows: The Deployment Requirements Document (DRD) serves as the source authority for personnel taskings. Accountability of personnel is a vital link in the force projection and deployment of forces process.

8.1.2.2.1. The DRD flows electronically via the Red Mini across the classified network. Following validation and verification of the tasking procedures, local MANPOWER offices correct tasked PAS codes. This file is then provided to the Deployment Processing Unit (DPU) for import into MANPER. This information, along with the wing personnel file is provided to LOGMOD for use in the building of a Deployment Schedule of Events (DSOE).

8.1.2.2.2. The DPU is responsible for processing all the personnel requirements. They are responsible for all eligibility, accountability, processing for deployed personnel. Are personnel requirements firm or negotiable?

8.1.2.2.3. How are personnel taskings split among units for a multi-unit deployment?

8.1.2.3. Mission Support Equipment and Supplies Available in Theater vs. Unit Deployment:

8.1.2.3.1. Does the plan adequately address availability of equipment and supplies?

8.1.2.3.2. Should a paring and tailoring working group be convened?

8.1.2.3.3. How are support spares and equipment requirements split among units for a multi-unit deployment?

8.1.2.4. Transportation Requirements:

8.1.2.4.1. Is transportation via commercial/military air, surface means from home station, or a port?

8.1.2.4.2. Is a special assignment airlift mission (SAAM) request required or will TACC provide airlift? How much/what type is needed?

8.1.2.4.3. For ground transportation, is route order request from the Military Traffic Management Command (MTMC) request required? Units that deploy via convoy must follow the specific cargo preparation requirements in AFI 24-301, Vol 1 Vehicle Operations, and AFI 24-204, Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the U.S.

8.1.2.4.4. Who is handling theater clearances and what information may they need from you?

8.1.2.5. Funding. AFRC Deployment Review Board (DRB) must approve deployments requiring AFRC organic airlift, commercial funding and deployments to overseas locations. This board meets quarterly to consider deployment requests. Consideration for additions and/or changes to previously approved schedules also occurs. When organic airlift is unavailable and a deployment is approved for commercial airlift, units forward requirements to their appropriate HQ AFRC Functional Manager who then forwards to HQ AFRC/FM.

8.1.2.5.1. Are fund cites provided for all requirements (RPA or MPA mandays, supplies, contracts, etc.)?

8.1.2.5.2. Are AF Forms 616s, Fund Cite Authorization (FCA), adequately funded if required?

8.1.3. Coordinating with Participants:

8.1.3.1. Tasking Organizations:

8.1.3.1.1. What is the chain of command and communication processes with theater organizations such as reception organizations, air components, etc.?

8.1.3.1.2. What information do they need and when?

8.1.3.2. Higher Headquarters:

8.1.3.2.1. Will coordination be made to HQ AFRC who will, in-turn, communicate with the supporting command (GMAJCOM) or will some or all information flow through the NAF or a NAF response cell?

8.1.3.2.2. Has HQ identified a lead unit?

8.1.3.2.3. Has a chain of command or reporting process been established for the deployed location?

8.1.3.3. Other Supporting Units:

8.1.3.3.1. When must all plan preparatory actions be completed to meet plan requirements?

8.1.3.3.2. How long does it take for other supporting units to identify and plan for the personnel and equipment they will contribute to the operation?

8.1.3.3.3. What kinds of information will other supporting units need from the lead unit before they can begin their actions and when do they need it?

8.1.3.3.4. Has supporting unit identified OPRs to the lead unit?

8.1.4. Deployment:

8.1.4.1. Deployment processes used to prepare personnel and cargo for deployment in support of the plan are in AFI 10-403 Deployment Planning, AFMAN 10-401, and AFI 36-507. Sample flowcharts are attachments to the AFI, to start your planning process.

8.1.4.2. Functions of the base deployment organization that are needed to support the deployment processes are the IDO, Deployment Control Center (DCC) the Cargo Deployment Function (CDF), the Deployment Processing Unit (DPU) and any other center based upon local need.

8.1.5. Employment and Sustainment:

8.1.5.1. The Base Support Plan will contain which functions that have been established. Set up the base infrastructure following BSP guidance.

8.1.5.2. The deployed logistics support chain of command should be established prior to leaving home-station. A series of contacts via telephone, Internet or mail will facilitate smooth transition upon arrival.

Information can be downloaded from various websites on organization structure and names of key personnel.

8.1.5.2.1. The unit can request supplies, or end items such as engines, not available at the deployed site through the Supply section. Host base, or deployed supply personnel, can requisition items using policies or guidance based upon length of the tour or other parameters. Supply assistance is readily available and should be in place early in the deployment.

8.1.5.3. Deployed Reporting Requirements: Begin reporting as required for each functional area and as requested by the supporting CINC. Ensure higher HQ and deployed commanders receive data and information necessary to maintain combat capability. Make copies available to the CAT, BSS, or Logistics Readiness Center as required. Accurate reporting is crucial to the success of the deployed. Defining each required report, reporting times, and OPRs will significantly reduce reporting inaccuracies.

8.1.5.3.1. What reports are required from deployed site to HQ AFRC/NAF/unit OPRs?

8.1.5.3.1.1. Strength reports

8.1.5.3.1.2. Shortfall/LIMFAC messages

8.1.5.3.1.3. Personnel and cargo departure reports

8.1.5.3.1.4. SITREPS

8.1.5.3.2. Reports that are required to supported organizations at the deployed site and in-theater include:

8.1.5.3.2.1. DSOE.

8.1.5.3.2.2. Personnel and cargo departure reports.

8.1.5.3.2.3. SITREPS.

NOTE: These reports are not all inclusive, additional reports may be required by gaining commands, theater commanders, or identified in OPORDS, OPLANS, or CONPLANS.

8.1.5.3.3. The senior planner/logistician will take an active role in coordinating all logistics reports. Ensure proper classification of any messages.

8.1.5.3.4. Wing/Logistics Plans Employment Role. Ideally, planners should be the first employed to organize the reception of deploying personnel. Day-to-day operations are similar to the ones performed at home station. Additionally, based on the role of the deployed wing and operations to be conducted – deployed planners are an integral part of the build of forces, integration and flow of augmenting forces/UTCs, swap-out actions, and the overall readiness of the deployed operation. The other key responsibility is redeployment. Substantial planning and versatility are required to ensure successful employment, reception, and redeployment.

8.1.6. Redeployment/Roll-up:

8.1.6.1. Redeployment Assistance Team (RAT) is the AF standard structure for redeployment who coordinate cargo for marshaling, loading, identifying special cargo requirements, and consolidating small pieces or partial pallets. RAT uses CMOS or SuperRCAPS to maintain cargo In-Transit Visibility. The RAT is established at the discretion of the deployed Wing Commander, IDO, or PERSCO team chief. The deployment DSOE process prioritizes the effective method for the departure of couriers, passengers and cargo. Outprocessing, custom's inspections, and clearances are considerations whenever developing the DSOE. Careful consideration for care and handling of sensitive cargo is required.

8.1.6.2. How and when are swap outs accomplished?

8.1.6.3. Are POCs/phone numbers available to arrange return transportation, customs inspection, etc.?

8.1.7. After-Action Reporting. Documentation of lessons learned will be accomplished using the Joint Universal Lesson Learned program (JULLs) and MAJCOM after-action reporting requirements.

8.1.7.1. Additionally, deployment, contingency, and military operations other than war (MOOTW) records, as they may be of historical significance, must be identified and retained as permanent under AFMAN 37-139, Table 10-6.

8.1.7.2. What needs to be reported, to whom, and in what format?

8.2. Procedural Guidance. Several AFRC directives and straw man OPORDs have been developed to assist wing XP in planning the successful execution of an operation. They include:

8.2.1. AFRCI 10-204, Air Force Reserve Exercise and Deployment Program, coordinating and planning reserve unit participation in exercises and off-station training deployments. This AFRCI must be used for transportation procedures and after action. Briefly, if a unit requires airlift, commercial transportation, or AFRC funding, the requests must be reviewed by the deployment review group (DRG) and approved by the deployment review board (DRB). For reserve flying units, HQ AFRC/DOO coordinates participation in exercises for both Joint Chiefs of Staff (JCS) and MAJCOM exercises. Once a unit has volunteered and has been force-listed for an exercise, the participation is considered a tasking. All off-station deployments not requiring AFRC funded/provided airlift will be reported to HQ AFRC/DOOX/DPXX as an info only deployment NLT 90 days prior to execution. The wing XP is normally the OPR for this program.

8.2.2. AFRC OPORD 98-1, Reserve participation in real world operations using volunteers.

8.2.3. AFRC OPORD 98-2, Participation in AFRC sponsored Exercise Activities.

8.2.4. AFRC CONPLAN USAFR Force Packages, Volunteerism –Anticipated PSRC or Mobilization, etc.

8.3. Key Reminders. The following are offered as reminders concerning plan execution:

8.3.1. Taskings may not go as planned. XPs must be flexible and expect last minute changes. For example, you may not get tasking a message, instead you may get a TPFDD by global command and control system (GCCS), classified FAX, or through functional managers. Taskings can be fluid and ever changing therefore commanders must use judgment and set priorities based on known circumstances. Consider action requirements based on intelligence and news reports and know that taskings may not allow for options.

8.3.2. Transportation may not go as planned. Airlift may be unpredictable, different airplanes may actually arrive requiring different configuration/load planning (i.e., KC-10s versus C-141s), or you may not be in receipt of an airflow message at execution, etc. In any case flexibility and adapting to given circumstances is the key to deployment.

Chapter 9

READINESS

9.1. Unit Type Code (UTC) Management:

9.1.1. Pilot Unit. Pilot unit responsibilities are outlined in AFPD 10-4 and AFMAN 10-401, Volume 1, Chapter 6. Pilot units are responsible for a given UTC. They obtain input from non-pilot units and maintain the master LOGDET that contains equipment data for their UTC. An AFRC unit will not accept pilot unit responsibilities until the appropriate AFRC functional manager coordinates with AFRC/LGX. AFRC pilot units must coordinate LOGDET and MANFOR inputs with AFRC and GMAJCOM functional managers.

9.1.1.1. If an authorization in AS is excessive and the majority of the non-pilot units concur, the pilot unit initiates an AF Form 601, Equipment Action Request, to have excess authorizations deleted from the AS. Items remain in LOGFOR until deleted from the AS.

9.1.1.2. Pilot units do not make arbitrary decisions that affect the UTC. No changes to the LOGFOR are made until the non-pilot units have reached a consensus.

9.1.1.3. Pilot units keep all non-pilot units informed of any and all recommended changes to the standard UTC. Route correspondence through non-pilot XP offices. Unit plans offices route recommendations to applicable agencies within their unit for review and comment.

9.1.2. Non-Pilot Unit. Non-pilot unit responsibilities are outlined in AFMAN 10-401, Volume 1, chapter 6. Non-pilot units evaluate and verify that tasked UTCs are adequately manned and equipped to perform the mission as stated in the mission capability statement (MISCAP). Annually, (or as changes occur) provide pilot units with a current message address and OPR for all correspondence and information relating to the UTC. Some non-pilot unit responsibilities are summarized below:

9.1.2.1. Attend pilot unit conferences so that coordinated UTC packages can be submitted to the MAJCOM.

9.1.2.2. Evaluate pilot unit recommended changes to the AS and manpower detail and provide comments, concurrence, or nonoccurrence directly to the pilot unit within 30 calendar days, or one unit training assemble (UTA).

9.1.2.3. Access Air Force approved LOGDET and down load standard UTC for deployment planning. Remember that all LOGPLANs are derived from the standard UTC and should mirror the standard as much as possible. If Non-pilot units need to add items to the LOGDET in order to meet the mission, the Pilot Unit and Functional Area Manager (FAM) should be notified in case a change to the LOGDET is required for all users of the UTC.

9.1.2.4. Provide feedback on pilot unit developed LOGDET/manpower detail to ensure data integrity.

9.1.2.5. Submit AF Form 601 directly to the pilot unit for consideration and coordination with other non -pilot units, when originating requests for change in mobility equipment authorizations.

9.2. Contingency Operations Mobility Planning and Execution System (COMPES). COMPES is the AF planner's automated system used in all aspects of deliberate planning and execution. The XP has overall COMPES responsibility for the wing and is responsible for identifying the wing's deployment

commitment by UTC. Personnel subsystem of COMPES (MANPER-B) is managed by the Military Personnel Flight. Equipment subsystem of COMPES (LOGMOD) is managed by XP. Some specific areas which will assist the units are as follows: (Note: All COMPES support provided to the units by the wing XP should be clearly spelled out in the installation deployment plan).

9.2.1. LOGMOD maintenance is identified in AFI 10-403, chapter 2, and AFMAN 10-401, Volume 1, chapter 6. Some basic requirements are:

9.2.2. LOGMOD will include all authorized mobility/deployment equipment (use code A) in the AS. AFMAN 23-110/AFM 67-1 states: "All mobility equipment authorizations are mandatory and will be on-hand, on-order, or included in an appropriate budget document if not centrally procured. Exceptions to this policy must be approved by HQ USAF/LGS."

9.2.3. For reported UTCs, you'll notice that for every UTC in LOGFOR you will see, as a minimum, one that ends in a zero and one that ends in an 8. There will never be more than two copies of a UTC in distributed LOGFOR. The zero suffix denotes that the UTC is approved by HQ USAF. The version of the UTC that ends in an 8 is the Pilot Unit's working copy of the UTC. A version of the UTC ending in a 5 is at the MAJCOM for coordination, a UTC ending in a 1 is at HQ USAF for coordination, a UTC ending in a 9 is a UTC disapproved by the MAJCOM or by HQ USAF. Changes to increments and below can only be made to suffix 8 and 9 UTCs by the Pilot Unit.

9.2.4. The wing MPF, Personnel Systems and Readiness Function, is responsible for building and maintaining automated personnel support of their wing tasked personnel commitment. MPF provides the unit deployment managers (UDMs) products/data to monitor the tasked wing's deployment program. To ensure program integrity, the unit XP must:

9.2.5. Ensure a process is in-place to communicate any changes to the wing's deployment commitment.

9.2.6. For taskings where a Levy Flow or DRD is not available, provide information to the MPF/DPMSA to build a local DRD/Levy Flow as approved by tasking authority

9.2.7. Establish a wing process that ensures UTC tasked deployment requirements are filled and status of wing taskings is available for review by Wing CC and staff as needed.

9.2.8. In conjunction with MPF, determined frequency of personnel updates to the local personnel tasking/manning documents.

9.3. Mobility Bag and Weapon Management. The unit XP determines the requirements based on wing tasking in the AFWUS, current allowance standards, and/or unique MAJCOM functional guidance. The wing XP must revalidate mobility bag and weapons authorizations annually and provide this information by mobility bag and weapon type to the Chief of Supply (LGS). The wing XP regularly monitors the balances of all mobility/deployment equipment. Wing XP should develop a system to monitor/track total bag requirements vs. on-hand quantities. AFRC/LGS establishes AFRC mobility bag policy, AFRCI 10-405. Mobility Bag/Equipment Management for AFRC Units. When USAF gaining MAJCOMs establish mobility bag requirements in addition to or different from the Air Force standard, AFRC/LGS will provide clarifying guidance. Mobility bag contents for Air Force standard mobility bags can be found in AFMAN 23-110. Command unique requirements are in the following references:

Gaining Command	Reference
AMC	AMCI 10-403
ACC	ACCI 23-250
PACAF	PACAFI 23-204

9.3.1. Weapons. The unit XP determines mobility weapons requirements annually. The quantities of weapons are according to the UTC and the AFWUS. The normal authorization is described in Arming of Aircrew, Mobility, and Overseas Personnel, AFRPD 16-8 and AFI 31-207, are one M-16 rifle for each enlisted and one M-9 pistol for each officer in a deployment position. There are some exceptions found in some units such as Civil Engineers, Security Forces, and Services units. Some functions, such as medical, have special arming requirements prescribed by their instructions. The Allowance Standard (AS) for weapons is AS 538. The host Chief of Supply, through the Base Supply Mobility Element, will order weapons and make adjustments to the inventory using normal supply procedures, IAW AFMAN 23-100. The XP will ensure that pre-embarkation inspection before deployments is included in applicable base mobility and deployment checklists. It is the responsibility of the XP office that the right kind and correct number of weapons are on hand or on order for their wing at all times.

9.3.2. Munitions. MAJCOM functional managers are responsible for the management and validity of their respective unit functional area munition forecast which is governed by AFI 21-208, Munitions Forecast, Allocation, and Buy Budget Processes. Allowance standards and functional guidance assist XPs in determining ammunition requirements and storage capacity. In addition, the WRMO/NCO must provide a copy of the munitions WCDO (if they are authorized) to the MASO for loading WCDO levels and detail records to reflect the current authorizations. HQ AFRC/LGMW modifies these quantities during the annual munitions forecast, as required. AFRC functional area managers (FAMs) are responsible for the entire munitions forecast for the aircraft and related UTCs that they manage. The unit munitions requirements are based on the UTCs tasked in the AFWUS. As a minimum, a wing procedure should be developed and implemented by the XP office ensuring that the XP office reviews all munitions forecasts for accuracy based on the AFWUS and other applicable guidance identified earlier in this paragraph. A file copy should be maintained of the annual munitions forecast for your wing.

9.3.3. Core UTCs. AFMAN 10-401, Vol. 1, Chapter 5, provides a detailed explanation on the core UTC concept. The concept is designed to provide unit integrity at a beddown site to the greatest degree possible, as well as conserving limited transportation sources, by sourcing support personnel from the same base as the "flag" flying unit. With the substantially decreased number of Co-located Operating Bases (COBs) and beddowns under the new wartime scenarios, in addition to the Air Reserve Components (ARC) generalized limitation of a NET 72 hour response capability, active duty units will probably be the flag, sometimes referred to as "lead" units at beddown locations. ARC forces more often, will round out support that the active duty cannot provide, even when an ARC flying unit is also bedding down. However, planners at all echelons know to pair up forces that train together when sourcing units for OPlan TPFDDs. In limited cases where the ARC provides the lead-flying unit, support personnel from the ARC unit are sourced first.

9.4. Combat and Support Forces. (Refer to chapter 2, this document, for broad outline of AFWUS) This database is maintained by AFRC/XPXX and is accessible on their web page. The database is password protected. Contact XPXX for assistance. The AFWUS lists all available combat forces by type of aircraft, unit identification, unit availability date, deployment indicator codes (DEPID), number of PAX, equipment short tons, and UTC header descriptions for which they are apportioned for in deliberate planning. Each functional area in the Air Force has a functional area manager (FAM) at the MAJCOM and USAF level whose responsibility is to develop and manage planning and execution requirements, through standard UTC and TPFDD development, in order to support all possible wartime scenarios. USAF Total Force Assessment (TFA) reviews attempt to determine the type and number of forces required to meet the current and near future wartime scenario. This intensive review by HQ USAF FAMs and the Manpower office is generally done in concert with the MAJCOM and Air Reserve Component (ARC) FAMs. Agreements are reached on which contingent of the Air Force (Active, Reserve, or Guard) will provide X amount of personnel to meet the TFA requirements. This determination then drives the numbers and AFSCs of personnel, types and quantity of equipment, and financial resources needed to train and equip. The decisions reached for numbers of personnel and composition required reached by the USAF/GMAJCOM/ARC FAMs then translates into the UTCs placement in the wartime tasking documents, which for AFRC, are the AFWUS and Future AFRC Tasking (FAT) data bases. Prior to the publication of AFMAN 10-401, chapter 9, units were constantly confused on what constituted a "tasking" document, that is, OPlans, PPlans, DOC Statement, functional manager letters. Paragraph 9.3.3 of AFMAN 10-401, VOL.1 (Mar 98), spells out the concept of tasking with more clarity. The next paragraph will identify how AFRC approached the dilemma after AFMAN 10-401 was finally published.

9.4.1. The AFWUS constitutes the sole source of taskings that reflects all deployable UTC wartime requirements for all AFRC units, regardless of whether the unit/UTC is specifically identified in an OPLAN. Units are required to man, equip, and train to the UTCs listed in the AFWUS. Amidst growing pressure to document and validate all wartime requirements due to on-going downsizing, HQ AMC, the command with the bulk of in-place/generation wartime assets, has started to include these generation UTCs in the AFWUS for personnel accountability purposes, in addition to the deployable assets. The AFWUS will follow suit with AMC, to minimize discrepancies between the two tasking documents. The DEPID code indicates the deployment capability of a UTC. These codes are in AFMAN 10-401, VOL.1, Chapter 6. Units can access the AFWUS, which is updated quarterly on the AFRC/XPXX Home Page. You must know the password to access the AFWUS.

9.4.1.1. Future AFRC Tasking (FAT). The FAT provides unit XPs with a better tool for planning and initiating actions. AFRC XPXX has developed this database which displays UTCs that are coming on-line in the next year. Units can begin to man, equip, and train to UTCs listed in the FAT, if they have the needed documentation to proceed (that is, applicable UMD, MANFOR, LOGDET, allowance source code, etc.). Caution from the AFRC manpower office; DO NOT begin to recruit for unfunded positions on the UMD! Also, you cannot obtain equipment that is not in the appropriate AS.

9.4.1.2. If units find discrepancies between GMAJCOM products and the AFWUS or FAT, DOC statements, functional area manager letters, they should notify AFRC/XPXX, and info AFRC/LGX, pertinent AFRC/FAM, and NAF/XP. If there is a programming problem, info AFRC/XPPP.

9.4.2. FAM Letters. A FAM letter is designed to provide planning factors that you can use now. In no case should the UTCs listed in the FAM letter disagree with the FAT or AFWUS.

9.5. Status of Resources and Training System (SORTS). SORTS is a JCS command and control (C2) reporting system (AFI 10-201). All combat, combat support, and service-designated combat service support units of the operating forces tasked in either SIOP or an OPLAN residing in JOPES will report the status of resources and training. SORTS DOC statements establish the unit's SORTS measurement criteria (i.e. unit type codes, sortie rates, response times, etc.) and must reflect the unit's full wartime mission, the definition of C-1. XPs review SORTS data IAW AFI 10-201 and the AFRC Supplement. They should be aware of all UTC/UMD mismatches and equipment shortfalls and provide assistance to units in resolving logistics issues.

9.6. Feasibility/Capability Analysis. ACC refers to this as "reclama procedures" in their index & status of plans (ISOP). AMC does not have a specific title for this supportability estimate. For ease of reading this process will be called a FEAS/CAP throughout this paragraph. Each unit with an OPlan taskings needs to accomplish a FEAS/CAP upon receipt of the tasking. In lieu of OPlan taskings, each unit will accomplish a FEAS/CAP on their AFWUS annually or when significant changes occur. The XP office should brief results of analysis to Wing CC and Staff at conclusion of all analysis. Report Limiting Factors IAW OPlan guidance or as specified below.

9.6.1. Upon receipt of an OPlan TPFDD extract all the UTCs for which your wing is tasked. Perform the analysis by ensuring that tasked UTCs are valid and identified in the AFWUS. Further, ensure that all required equipment in tasked UTCs are on-hand or on-order. If equipment is on order, make sure that not having the item does not prohibit executing the UTC or meeting DOC response times (follow procedures addressed in paragraph 9.6.2 for equipment validation). Similarly compare the Wing UMD with the personnel called for in the MANFOR of the OPlan and tasked UTCs to see if the UMD supports the MANFOR. Are you short an AFSC (face) or an authorization for that AFSC (space)? Coordinate with your personnel office for the UMD/MANFOR comparison. Any noted discrepancies in personnel or equipment should be sent to the GMAJCOM OPR for the OPlan, info AFRC/XPXX, AFRC FAM, and NAF XP. To preclude classifying the supportability estimate by associating your unit with a specific OPlan, always use pseudo PIDS in your communication. However, if there is ever a doubt on classification opt for higher security classification until final determination can be made.

9.6.2. Equipment Validation. XP offices need to ensure that each unit with a deployment commitment performs an equipment validation at least annually on all Use Code "A" mobility equipment. The equipment validation is a subset of the FEAS/CAP and should be accomplished at the same time. Develop and publish procedures for equipment validation and include, at a minimum, the following requirements:

9.6.2.1. Comparison of LOGFOR against CA/CRL and AS.

9.6.2.2. Review and validation of use Code "A" items on the CA/CRL.

9.6.2.3. Validate increment numbers and UTC data on CA/CRL.

9.6.2.4. Ensure all items authorized as mobility equipment are either on-hand or on-order.

9.6.3. Equipment validation results are key part of the FEAS/CAP and should be incorporated into that analysis.

9.6.4. Ensure that shortages/shortfalls/LIMFACs are documented and briefed to Wing CC with recommended corrective actions/fixes. Ensure SORTS reflects this data if applicable.

9.6.5. Significant discrepancies (i.e., LIMFACs) need to be reported NAF/XP, HQ AFRC/XPXX/LGXX, and appropriate HQ FAM or as directed by OPlan.

9.6.6. To assist in this analysis, there are 2 draft formats on the AFRC/XPXX Home page titled unit supportability estimate, one for personnel, and one for cargo. The AFRC IG has noted that many units, particularly with a less experienced staff, do not have processes in-place to properly conduct OPlan supportability estimates. These forms should help guide you through the process.

9.7. Funding. The XP has the responsibility of being the commanders Watch Dog on readiness and ensuring that all funding in regards to wing readiness is included in Wing Financial Plans, unfunded requirements, and forecasts based on future UTC tasking, conversions, etc. While each functional area is responsible for their equipment, mobility bags, deployment supplies, etc, the Wing XP has the over all picture and should advise the Wing CC. It is desired that XP attend and be a member of the Wing Financial Review Board.

Chapter 10

AEROSPACE EXPEDITIONARY FORCE (AEF)

10.1. General. AFRC's role in AEF is both critical to the success of AEF and a vital piece of our future. Specifics on AEF processes, policies, and procedures can be found in AFI 10-400, AFRC Supplement to 10-400, and additional guidance provided by the AFRC AEF Cell. A good place to find and stay current on AEF is the AFRC AEF Web Site. The purpose of this chapter is to spell out the Wing XP shops responsibilities associated with AEF.

10.2. Responsibilities. Wing XP shops are the overall OPR for all Wing AEF matters, specific responsibilities for AEF are tied to the type of AEF taskings being supported. For Expeditionary Combat Support (ECS) taskings responsibilities are centered around validating sourcing documents, good communications with all base agencies, working shortfalls and reclaims, keeping the Wing Commander abreast of all requirements and status, and deployment of forces. For aviation taskings responsibilities are tied to the role of the unit as described below and normal aircraft/aviation responsibilities that we have always had. Each wing needs to establish and publish local procedures to support AEF. Include items below and any specific or unique requirements outside of normal deployment processes.

10.2.1. XP Responsibilities for ECS:

10.2.1.1. OPR and manager for all Wing AEF taskings/matters. Central point of contact and clearing house for all AEF taskings (ensure good communications with all base agencies that work directly with HQ FAMs/NAFs and that they provide courtesy copy info to Wing XP on all AEF correspondence).

10.2.1.2. Coordinate taskings with base agencies and determine feasibility and supportability.

10.2.1.3. Provide Wing CC analysis and recommendations for supporting AEF taskings

10.2.1.4. In conjunction with MPF ensure all personnel deploying in support of AEF are knowledgeable of all requirements (reporting instructions, unique requirements, world wide deployment eligibility, etc.)

10.2.1.5. Work directly with NAF and HQ AFRC AEF Cell on all discrepancies, reclaims, shortfalls, taskings, funding issues, etc.

10.2.1.6. Ensure that validated tasking against wing UICs are sourced.

10.2.1.7. Wing OPR for analysis, dissemination, and communication of HQ AFRC Deployment Preparation Orders and AEF Execution Orders

10.2.1.8. Attend HHQ conferences, meetings, and workshops as required to meet AEF policies, procedures and taskings.

10.2.1.9. Ensure all transportation arrangements have been taken care of through the unit TMO. Each member has a specific Required Delivery Date (RDD) or Date Required In-country (DRI). All transportation arrangement must be made to meet those dates. For ECS deployments to SWA – AMC has provided a dedicated AFRC/ANG rotator that departs BWI every other Saturday beginning 26 Feb 00. All deployment into and out of SWA will be via that aircraft. Unit TMO's are also required to take care of all commercial requirements.

10.2.1.10. Monitor AFRC AEF advertised shortfalls and disseminate to appropriate functional areas for volunteers.

10.2.2. XP Responsibilities for Aviation Packages. AFRC Wings can be tasked for a variety of roles to support aviation requirements. A wing can be tasked as the lead unit at a deployed location for all forces deploying to that location. A wing can be tasked as a lead AFRC unit in which case they are designated as the AFRC OPR for rainbow aircraft, equipment, and personnel packages. Finally, a wing can be tasked as a supporting wing for a given location. In all cases, ensure the Wing CC and staff are kept current on status of taskings and supportability. Responsibilities vary based on type of tasking.

10.2.2.1. Lead Unit for Deployed Location: This type of tasking requires the most effort. Good communications among supporting units, host location, NAF and AFRC AEF Cell is imperative.

10.2.2.1.1. Coordination with host location, conduct site survey if necessary, and ADVON team composition for deployed location.

10.2.2.1.2. Review deployed base support plans, web sites, theater reporting requirements, etc for all planning factors affecting the deployment.

10.2.2.1.3. Based on paring and tailoring authority, determine personnel and equipment requirements for deployed location.

10.2.2.1.4. Coordinate with all supporting units on rainbow packages needed to support the operations (decided who is bringing what – when).

10.2.2.1.5. Manage and maintain a consolidated DRMD and DMD for deployed location that includes all supporting units.

10.2.2.1.6. Manage and maintain deployed equipment requirements, swap outs, and tailoring as required to support operations at the deployed location.

10.2.2.1.7. Provide NAF XP and HQ AFRC AEF Cell current copies of equipment and personnel deployment documents to include swap out schedules, names, and units supporting the operations.

10.2.2.1.8. OPR for receipt, analysis, and dissemination of AMT/tasking documents to other supporting units.

10.2.2.1.9. Managing shortfalls and reclaims with associated NAF and supporting units.

10.2.2.2. Lead AFRC Unit (another unit in another MAJCOM identified as lead unit for the deployed location).

10.2.2.2.1. Coordinate with lead unit for deployed location on AFRC portion of tasking

10.2.2.2.2. Rainbow AFRC assets (personnel and equipment) to support tasking

10.2.2.2.3. Manage AFRC personnel and equipment documents. Provide NAF XP and HQ AFRC AEF Cell current copies of equipment and personnel deployment documents to include swap out schedules, names, and units supporting the operations.

10.2.2.2.4. AFRC single POC for all AFRC requirements to support tasking.

10.2.2.2.5. Managing shortfalls and reclaims with associated NAF and supporting units.

10.2.2.3. Supporting Unit:

10.2.2.3.1. Manage wing equipment and personnel tasking documents and deployment of forces.

10.2.2.3.2. Provided required information to lead AFRC Wing as required.

10.2.2.3.3. Ensure any shortfalls are forwarded to Lead Unit ASAP. Every effort must be made to fill tasked requirements.

10.3. Feedback. Each deploying member supporting AEF should complete and AFRC AEF Lessons Learned Questionnaire. This document is located on the AFRC AEF Web Site and can be filled and sent to the AFRC AEF Cell directly from the site. Ensure an in-processing process is established to give each deploying member an opportunity to complete this form.

Chapter 11

WAR RESERVE MATERIEL (WRM)

11.1. General. The XP wing plans office has overall responsibility for the War Reserve Materiel (WRM) Program. Units/activities outside the plans office stock, store, and maintain various WRM commodities and require WRM guidance and assistance from the plans office. There are several categories of WRM material including: consumables, rations, equipment, vehicles, munitions and Bare Base Systems (Harvest Falcon).

Guidance:

AFI 25-101, War Reserve Materiel (WRM)

NOTE: Always review the applicable MAJCOM supplement to AFI 25-101.

11.2. Responsibilities:

11.2.1. The gaining MAJCOM identifies WRM requirements in the War Plans Additive Requirement Report (WPARR). Requirements are furnished via hard copy to host wing plans offices or through the Air Force Equipment Management System (AFEMS) maintained by Supply. Base Supply Equipment Management Sections should notify host wing plans offices of authorization updates in AFEMS. This information can also be accessed and retrieved through the Logistics Feasibility Analysis Capability (LOGFAC), a subsystem maintained in the classified Global Command and Control System (GCCS).

11.2.2. Tenant Locations. AFRC units participate in their host base WRM program. The XP office manages WRM for their AFRC wing, subordinate units, and Geographically Separated Units (GSUs). Host wing plans offices should notify tenant wing plans offices upon receipt of WRM requirements documents and assist in validation and adjustment of assets as required. Tenant wing plans offices should be proactive in ensuring those unit requirements are being properly coordinated, stored, and maintained.

11.2.3. AFRC Host Bases. The wing commander has overall responsibility to ensure the readiness of assigned WRM. The XP Office organizes and manages all aspects of the WRM program for the base, subordinate units, and Geographically Separated Units (GSUs).

11.2.3.1. WRMPM. The Chief of Wing Plans (XP) serves as the WRM Program Manager (WRMPM), at Base level.

11.2.3.2. WRMO. The WRMPM appoints the XPL as the WRM Officer (WRMO). If there is no XPL, the XP may serve as the WRMO or appoint another available officer or civilian within the wing plans office to serve as the WRMO. The WRMO will participate in the budgeting process with respect to WRM and is the primary point of contact regarding WRM-related segments of the military construction program.

11.2.3.3. WRM/NCO. The WRMPM appoints a Non-Commissioned Officer (NCO) or civilian equivalent from the wing plans office as the WRM/NCO.

11.3. WRM Review Board. The WRMPM ensures a WRM Review Board meets no less than annually and as frequently as necessary to maintain the adequacy of the base's WRM program. In addition, the WRM Review Board will meet no later than 60 days after the receipt of a new WCDO.

11.3.1. The WRM Review Board is comprised of other representatives from the following areas (as a minimum). Involvement of the wing CC and all unit commanders is encouraged):

Chairman (WRMO)	Services (SV)
Logistics Plans (WRMO/NCO)	Supply (LGS)
Civil Engineering (CEOX)	Transportation (LGT)
Maintenance (LGM)	Budget Officer (FMBO)
Operations Plans (DOXP)	Others as required

11.3.2. Minutes will be forwarded (emailed preferred) to AFRC/LGXX and GMAJCOMs as required by GMAJCOM guidance.

NOTE: For clarity, the following duties are charged to the XP office. It has been determined that the WRMO and the WRM NCO are appointed from the XP office. Responsibilities described below will be tasked within each XP office as the WRMPM determines is appropriate.

11.4. WRM Managers and Surveillance Visits. Ensure that all functions within the wing that have WRM also have a designated WRM manager. Unit WRM managers should be appointed in writing by unit commanders and appointment letters maintained by the XP office.

11.4.1. The XP office will develop and conduct initial and reoccurring raining for WRM managers.

11.4.2. Conduct WRM surveillance visits for each activity having WRM annually or more often as needed. The inspected activity's WRM manager will accompany the WRMO/WRM NCO during the inspection. Written surveillance reports will be accomplished IAW the appropriate gaining MAJCOM supplement and maintained by the wing plans office with copies provided to the inspected unit's commander. All findings will be briefed at WRM review boards and tracked until they are corrected.

11.5. Supply Reports. IAW AFI 25-101, para 8.2.5.2, the WRMO/NCO will ensure the Chief of Supply runs an R-18 report as of the 25th of each month for each Stock Record Account Number (SRAN). The asset data will be forwarded via Local Area Network to the 3-b-2 computer at ACC/LG, Langley AFB, VA. The computer address can be obtained from ACC/LGXPW. Data must be available at ACC for file transfer to all MAJCOMs via GCCS by the 30th of each month.

11.6. ANG as Tenant. AFRC host base XP offices may receive WRM documents containing authorizations for Guard units. WRM authorizations should be broken out so accountability can be maintained on the ANG supply accounts. Any assets with the wrong geographic location code (GEOLOC) designated in WRM documents must be identified to AFRC/LGXX for correction. This information is classified and must be reported accordingly. Many consumable commodities such as de-icing fluid, etc., required for transient aircraft are managed by the AFRC host regardless of which organization is identified to support the transient airlift.

11.6.1. AFRC XP is the WRM host (or considered as such) at the following locations:

Dobbins ARB GA.

General Mitchell ARS WI.

Grissom ARB IN.
Pittsburgh ARS PA.
Homestead ARB FL.
March ARB CA.
Minn-St Paul ARS MN .
NAS Ft Worth ARB TX.
NAS New Orleans JRB LA.
Niagara Falls ARS NY.
Selfridge ANG MI.
Westover ARB MA.
Willow Grove ARS PA.
Youngstown ARS OH.

11.7. Financial and Budget Submission Guidance:

11.7.1. For AFRC host bases, the WRMO/NCO will coordinate with all wing functional areas and will forward their annual WRM budget with justification by 30 June to AFRC/LGXX (See attachment 2 of AFI 25-101, AMC Sup 1, 1 June 99. All AFRC units should use this format when submitting budget to AFRC/LGXX). The WRMO is also the point of contact for WRM-related segments of the military construction program.

11.7.2. AFRC tenant units will coordinate budget requirements through the host base WRMO.

11.7.3. AFRC host bases must budget for WRM costs directly related to storing, maintaining, and reconstituting WRM assets. The Project Element Code (PEC) for non-munitions WRM is 28031 and for WRM munitions is 28030. AFRC currently cannot use these PECs. The amount of the WRM POM input for AFRC was not large enough to be approved. Currently, units will submit their funding requirements IAW paragraph 11.7.1., and LGXX will coordinate with AMC and ACC as required for funding support. The WRMO/NCO acts as the Resource Advisor for these PEC funds. A description of items and categories of authorized WRM expenditures can be found in of AFI 25-101, Chapter 7.

11.7.4. Out-of-cycle funding requests should be submitted in writing to AFRC/LGXX IAW with the sample budget submission format with justification. Units should not contact gaining MAJCOMS regarding funding issues.

11.8. Pallet and Nets Guidance. DOD 4500.9-R-1, Vol. II Management of System 463L Pallets, Nets, and Tie Down Equipment

TO 35D33-2-2-2, 463L Air Cargo Pallets.

TO 35D33-2-3-1, Air Cargo Pallet Nets.

11.8.1. There are two categories of pallets and nets - operational and WRM. Management of pallet and nets are, therefore, a joint responsibility of the wing's transportation and wing plans functions. The pallet and net monitor will compute WRM pallet and net requirements using the most current edi-

tion of the AFWUS. Allow one pallet, two side nets, and one top net for each pallet reflected in the UTC LOGDET, and one baggage pallet, two side nets and one top net for every twenty (20) people. Ensure the number of pallets required for palletization of baggage to support deploying personnel is included. Refer to DOD 4500.9-R-1, Chapter 4, Section D., for assistance.

11.8.2. Operational pallets and nets are used on a daily basis for peacetime purposes. They are managed by AFRC/LGT. Operational requirements are based upon your unit's daily mission requirements. Changes to authorizations for OPERATIONAL pallets and nets are submitted to the appropriate NAF for validation and forwarded to AFRC/LGT.

11.8.2.1. WRM pallets and nets are used for the mobilization and deployment of wartime tasked equipment requirements and managed by AFRC/LGX. Each wing plans office determines their WRM requirements. The pallet and net monitor will ensure reporting is as accurate and complete as possible.

11.8.2.2. Reporting. The following guidance pertains to WRM pallet and net assets only:

11.8.2.2.1. All bases/units will report WRM pallet and net assets on a quarterly basis using the RCS: MTC-DR (M&Q) 8701 Report. The reporting months are January, April, July, and October. Reports will be forwarded electronically to AFRC/LGXX by the 10th of each reporting month. If electronic (E-mail) forwarding is not possible, reports will be faxed to AFRC/LGXX, DSN: 497-0733. Ensure GSUs are included in the report, if applicable. **NOTE:** Operational pallet and net totals are sent to the appropriate NAF. These reports may reflect both operational and WRM pallet and net totals to preclude requiring two reports.

11.8.2.2.2. Tenant units must ensure that the Host maintains the correct number of WRM pallets and nets for your taskings.

11.8.2.2.3. Changes to authorizations. AFRC bases must contact AFRC/LGXX regarding changes in WRM pallet and net requirements. Inventory reports will not be used to report changes and should not reflect changes unless they have been coordinated with the MAJCOM WRM pallet and net monitor which is AFRC/LGXX. Once coordinated, changes will be computed IAW the guidance contained in this instruction.

11.8.2.2.3.1. Tenant units will coordinate any changes in WRM pallet and net requirements through the host WRMO and AFRC/LGXX.

11.8.2.2.4. AFRC/LGXX will provide an annual WRM pallet and net report to AFRC/LGTT by unit and grouped by NAF every Sept. Both offices will review and validate the data. LGTT will forward the annual MAJCOM report to the ALC pallet and net Inventory Manager (IM). A copy of this report will be provided to LGXX.

11.9. Vehicles. WRM vehicle requirements are determined by the gaining MAJCOM. HQ AFRC/LGTV receives the levy for WRM vehicles from the gaining MAJCOM via a WPARR. HQ AFRC/LGTV establishes WRM vehicle authorizations according to the gaining MAJCOM's levy. Assets are assigned to WRM authorizations as they become available. Address questions regarding WRM vehicles to HQ AFRC/LGTV.

11.10. Munitions:

11.10.1. HQ AFRC Functional Area Managers (FAM) consolidate munitions forecasts for the AFRC units tasked with the UTCs they manage and provide them to HQ AFRC/LGMW IAW AFI 21-208. FAMs may or may not contact the unit. The Air Force is currently reviewing munitions forecasting procedures.

11.10.2. There is no standard procedure for forecasting munitions at base level. Each unit will have to decide what process is most effective for their wing. The degree of involvement that the wing plans office is involved in this process varies from base to base. Wing plans is not tasked to forecast munitions, but should ensure that the number of weapon requirements that the FAMs are using to base munitions forecasts on are correct for all functions in the wing that are tasked in the AFWUS with a mobility Unit Type Code (UTC). XP offices should be actively involved in this process and review for accuracy, all forecast inputs. Units should be advised to contact the XP office upon receipt of higher headquarters guidance, such as Programming Plans (PPLANS), that change weapons requirements. Refer to Allowance Standard (AS) 538 for additional guidance on weapons authorizations. If munitions forecasts are found to be inaccurate, determine who the AFRC FAM is for the affected UTC and provide them with the correct weapons requirement for the wing unit tasked with the UTC. Address questions regarding WRM munitions to AFRC/LGMW.

11.11. Rations:

11.11.1. HQ AFSVA/SVOH is the HQ OPR for rations. The Air Force goal is to eliminate the storage of Meals Ready-To-Eat (MRE) WRM rations at CONUS and European bases. Minimum essential ration requirements are established at bases when they are required to support War Consumable Distribution Objective (WCDO) needs, or Single Integrated Operational Plan (SIOP) taskings, or in support of self-sustaining units. Base food service operations will be responsible for maintaining MREs at their funded level and these rations will be referred to as Funded Level Rations.

11.11.2. AFRC host bases that do not have facilities to store MREs have their rations stored at the next nearest base with adequate storage facilities. Procedures for obtaining MREs stored at a location away from the deploying unit must be incorporated into the Installation Deployment Plan for execution at time of tasking. At a minimum include the POC, office symbol, commercial and DSN phone numbers, responsibilities, and MOU/MOA if necessary between storing and using units. Even if your host stores your rations, the XP office must ensure that the proper numbers of rations are actually on-hand for the tasked UTCs. The maximum approved level for SIOP and self-sustaining units is 5 days of MREs.

11.12. War Consumables Distribution Objective (WCDO).

11.12.1. Tenant units should contact their host XPL office to review the WCDO. Ensure that the host is aware of their responsibility to contact the tenant XPL office whenever a new WCDO is received.

11.12.2. AFRC host bases will access their WCDO through GCCS. If GCCS connectivity is not available, contact the appropriate GMAJCOM and request a current WCDO be forwarded. Any unit having difficulty obtaining this product should contact AFRC/LGXX for assistance.

Chapter 12

ASSISTANCE VISITS

12.1. NAFs. AFRCPD 90-1, Assistance Visit Program, and AFRCI 90-101, Manning Assistance Visits, address the AFRC assistance visit program. Each NAF (4th, 10th, 22nd) has overall responsibility for assistance visits and performs these visits to their respective wings, groups and GSUs. Each runs their program a little differently. Close coordination is required between the NAF and HQ AFRC, particularly when the NAF does not have functional expertise. Each respective NAF maintains program guidance and checklists for assistant visits.

12.2. XP Offices. Unit XP offices also perform similar types of visits to subordinate units.

12.2.1. Deployment Assistance Visits (DAVs). Annually, the XP office will conduct a DAV to each organization with a deployment commitment/UTC tasking. Suggested team composition are LOGMOD operator from XP, MANPER person from DPM, hazardous cargo certifier (when applicable) and XP. The purposes of these visits are:

12.2.1.1. Validate IDS processes and data. Review unit business practices for all IDS processes to include personnel and cargo updating procedures. Test personnel on abilities to retrieve data from DeMS/LSA/LOGMOD UDM Module (load lists, readiness checklists, 245's, etc.) and review accuracy of data. Verify updating procedures and audit data.

12.2.1.2. Equipment/Pallet inspections. Look at packing lists, load lists, shipper's decs, placards, etc. and inspect a sampling of cargo. Particular attention should be given to the "tough" cargo (high hazard pallets such as Medical, Security Forces, Ammo; pallets with unique configurations; (propellers/canopies) etc.). Additionally, review WRM pallet authorizations and on-hand quantities to support deployment taskings.

12.2.1.3. Validate currency of deployment publications and guidance on-hand. Review unit Operating Instructions or local procedures as appropriate.

12.2.1.4. Check other items as deemed necessary (i.e. continuity books, assembly locations for adequacy, deployment supplies, deployment folders, etc.).

12.2.2. XP offices typically have other assistance visit programs such as Plans Visits where they look at unit plans and procedures for writing plans, WRM surveillance visits (see chapter 11), and Self-Inspection visits. In all cases, coordinate with the agency being visited to maximize effectiveness.

12.3. Augmentees. Unit personnel may have opportunities to augment the HQ AFRC and/or the NAF staff during various assistance visits (SAV and RAV). Unit personnel augmentation to these teams provides valuable expertise and insight on AFRC/NAF team processes.

12.4. Plans Self-Inspection Program. Each XP shop will establish an internal Self-Inspection Program. At least annually, each Plans Shop will run the AFRC Plans (XP) Self-Inspection Checklist. The most current Self-Inspection Checklist is located on the HQ AFRC/LGX Web Page. Each unit is encouraged to use the checklist on the web site as the basic requirements and add to it as necessary to evaluate specific requirements, missions, roles, and responsibilities of their unit. A thorough and honest assessment along

with realistic fixes and corrective actions are key to a solid Self-Inspection Program and efficient operations.

Chapter 13

MISCELLANEOUS

13.1. Awards. The Logistics Plans and Programs Awards Program is covered by AFI 36-2818, The USAF Logistics Awards Program, and AFI 36-2818/AFRC Sup. These annual awards recognize individuals and units that have made an outstanding contribution to Air Force logistics plans management. They are an excellent means for providing your personnel with deserving recognition for superior performance and inspiring the Air Force logistics community by commemorating the achievements of those for whom the award is named.

13.1.1. Nomination criteria, eligibility requirements, and accompanying citations policies and procedures are covered in AFI 36-2818. Award submissions are based on calendar year with the nomination packages due to each NAF/XP before the NAF December UTA. NAF nominations are due to HQ AFRC/LGXS by 15 January. Air Reserve Technicians (ART) may be submitted in either the military or civilian category. Individuals winning at AFRC level cannot be nominated the following year, regardless of category. The following categories are available:

13.1.1.1. Command Senior Manager of the Year (All officers and civilian grades GS/GM-10 and above).

13.1.1.2. Command Manager of the Year (All enlisted personnel and civilians GS-9 and below).

13.1.1.3. Field Grade Officer of the Year (Major through Colonel).

13.1.1.4. Company Grade Officer of the Year (Lieutenant through Captain).

13.1.1.5. Senior NCO of the Year (Master Sergeant through Chief Master Sergeant).

13.1.1.6. NCO of the Year (Staff Sergeant through Technical Sergeant).

13.1.1.7. Airman of the Year (Airman through Senior Airman).

13.1.1.8. Civilian Senior Manager of the Year ((Above GS-9).

13.1.1.9. Civilian Manager of the Year (GS-9 and below).

13.1.1.10. Unit of the Year.

13.1.1.11. Command Operations Plans Manager of the Year (Operations officers at the NAF). This category is an Air Force Reserve Command award.

13.1.1.12. Operations Plans Senior Manager of the Year (Major through Colonel). This category is an Air Force Reserve Command award.

13.1.1.13. Operations Plans Manager of the Year (Lieutenant through Captain). This category is an Air Force Reserve Command award.

13.1.2. Command Categories:

13.1.2.1. The AFRC Logistics Plans and Programs Command Senior Manager of the Year (All officers and civilians GS-10 and above).

13.1.2.2. The AFRC Logistics Plans and Programs Command Manager of the Year (All enlisted and civilians GS-9 and below).

13.1.2.3. The AFRC Operations Plans Command Manager of the Year (Operations officers at the NAF).

13.2. Unit Manning Documents (UMD). UMDs outline all manpower authorizations for the wing and subordinate units. At the unit level, the point of contact is the Chief, Military Personnel Flight (MSSQ/MSM). The UMD, Part A, identifies civilian/ART positions and the Part B identifies reserve positions. Obtain copies of UMDs from MSSQ/MSM. HQ AFRC/XPM is the overall OPR for UMDs. HQ AFRC/LGXX can answer questions on XP manpower authorizations for Part A.

13.2.1. Use Manpower Change Request, AFRC Form 106, when requesting a change to a UMD. AFRCI 38-201, Manpower Authorization, Allocations, and Change Requests, addresses manpower authorizations, allocations, and change requests. MSSQ/MSM can also provide assistance. Keep your NAF and HQ AFRC/LGXX in the loop when submitting AFRC Forms 106.

13.3. Position Descriptions (PD). All ART PDs are classified at HQ AFRC/DPCC. Your local civilian personnel office classifies civilian positions. Questions regarding XP ART PDs may be addressed to HQ AFRC/LGXX.

13.4. Conferences, Workshops, Working Groups. HQ AFRC will usually schedule a Plans conference every 2 years. NAFs generally schedule workshops as necessary.

13.5. Roles and Missions. A process was developed to evaluate new roles and missions for the Air Force Reserve. It is designed to solicit inputs/ideas from all levels of the AFRC chain of command for new AFRC roles and missions. The wing XPs have been proposed as the point of contact for the program.

13.5.1. HQ AFRC/XP was charged with establishing and executing the process for identifying and evaluating new roles and missions. The process identifies and analyzes potential new tasks appropriate to the Air Force Reserve. It provides senior Air Force Reserve leadership pertinent decision-making information on new roles and missions while emphasizing cost effectiveness.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1

463L SYSTEM PALLET AND NET CONTROL REPORT, RCS; MTC-DR(Q) 8701

BELOW IS THE FORMAT FOR REPORTING PALLET AND NET ASSETS

SUBJECT: 463L SYSTEM PALLET AND NET CONTROL REPORT, RCS; MTC-DR(Q) 8701

1. OWNING COMMAND/AGENCY: XXX AW, BOONDOCK ARB AR

2. REPORTING QUARTER: 3RD QTR FY99

3. AUTHORIZATIONS:	PALLETS	TOP NETS	SIDE NETS
OPERATIONAL	10	10	20
WRM	125	125	250

4. SERV ON HAND LAST REPORT:

OPERATIONAL	10	10	20
WRM	125	125	250

5. SERV ON HAND THIS REPORT:

OPERATIONAL	10	10	20
WRM	125	125	250

6. REPARABLE ON HAND:

INSTALLATION			
OPERATIONAL	0	0	0
WRM	0	0	0
DEPOT			
OPERATIONAL	0	0	0
WRM	0	0	0

7. QTY REC FROM CONTR:

OPERATIONAL	0	0	0
WRM	0	0	0

8. QTY REC-OTHER CMDS:

OPERATIONAL	0	0	0
WRM	0	0	0

9. OTHER GAINS:

OPERATIONAL	0	0	0
WRM	0	0	0

10. QTY SHP-CONTRACTOR:

OPERATIONAL	0	0	0
WRM	0	0	0

11. QTY CONDEMNED:

OPERATIONAL	0	0	0
WRM	0	0	0

12. QTY SHP-OTHER CMDS:

OPERATIONAL	0	0	0
WRM	0	0	0

13. OTHER LOSSES:

OPERATIONAL	0	0	0
WRM	0	0	0

14. QTY REPAIRED ON INSTALLATION:

OPERATIONAL	0	0	0
WRM	0	0	0

15. REMARKS: NOTE--This is where gains and losses should be explained to include sent to depot for repair, UTC changes, etc.

Attachment 2

**(UNIT NAME)
IDS STATUS REPORT
(DATE)**

A. Are all four IDS component systems installed and operational? If not explain exactly why?

Remarks:

B. LOGMOD TG 4.0:

- (1) Provide total number of workstations required and where they are located by office symbol.
- (2) Number of workstations operational?
- (3) Post-conversion actions complete?

*Remarks: XPL periodically checks the LOGMOD database to verify accuracy. Problem areas are identified and forwarded to units via e-mail or distribution so units may correct errors.

*This is an example of the remarks expected for this question.

- (1) Personnel training complete?

*Remarks: A UDM "hands-on" training session was conducted on 15 MAY 99. The LOGMOD TG4 Help file has been available, as a training/familiarization aid to UDMs on our LAN as of 23 FEB 99. Course material for the 15 MAY 99 session, in the form of a PowerPoint presentation has been available on our LAN as of 06 APR 99.

*This is an example of the remarks expected for this question.

C. CALM:

- (1) What version is loaded?

D. CMOS:

- (1) What version is loaded?

E. MANPER:

- (1) Is the most current version installed and operational?

(2) Personnel training complete?

F. Has a deployment exercise been successfully completed using all four components in the LAN mode?
If Not, explain.

Remarks:

G. Has In Transit Visibility (ITV) ever been achieved by your wing at the MAJCOM level?

H. Has the Wing Commander certified Wing IDS Capability (WIC) in message sent to the AFRC/LG with an info copy to AFRC/LGX?

I. Does the XPL have Global Command and Control System (GCCS) connectivity in the immediate office? If not, why?